



THE CORPORATION OF THE CITY OF VERNON

3400 - 30th Street, Vernon, British Columbia V1T 5E6
 City Hall Telephone (250) 545-1361 Fax (250) 545-7876

TENANT UTILITY BILLING AUTHORIZATION

Date:	Account:
Owner(s):	Folio:
Service Address:	Phone:

Directions:

- The Bylaws of the City of Vernon require that all accounts for the above noted services must be rendered to the owner of the property to which those services are provided.
- The utility bill will therefore be mailed to the tenant or occupier ONLY if the City has received authorization from the registered owner or their agent.
- The property owner needs to complete this form and return it to Utilities Department located at City Hall, if you wish to have the utility bill forwarded to the tenant.
- This form allows the tenant to receive the utility bill and inquire about the account.
- For residential accounts who had a change in tenants: If the property owner can provide the City with a tenancy agreement, showing proof of new tenants, sewer rates may be set to a flat rate.
- The property owner or the tenant can remove the tenant from the mailing with written notice to the Utility Department located at City Hall.

Important Information: Please read and initial below

_____ It is the responsibility of the Property owner to make sure the account is paid in full.
Initial

_____ Any amount, including dishonored payment fees, not paid by December 31 each year will be transferred to the owner's property tax account.
Initial

_____ Only one utility invoice will be mailed, the owner will not receive a copy if mailed to a tenant.
Initial The account status can be viewed on the City's website at www.vernon.ca/mycity

Account To Be Billed To:

Name:	Phone:
Mailing Address:	Postal Code:

Please Check (✓) the billing period you would like this change to take effect.

Quarter	Bill Mailed Out	Bill Due this Month
<input type="checkbox"/> January-March	April	May
<input type="checkbox"/> April – June	July	August
<input type="checkbox"/> July - September	October	November
<input type="checkbox"/> October - December	January	February

Authorized by:

Signature of Owner/Agent:

Print Name:

If Agent, please attach a copy of the owner/agent contract showing proof of authorization for property.