

## Commercial Business Tenant Utility Billing Authorization

Date: \_\_\_\_\_

Account # (optional): \_\_\_\_\_ Phone: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Service Address: \_\_\_\_\_

- 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 of a **commercial business** property ONLY if the City has received authorization from the registered owner or their agent.
- The property owner is required to complete this form and return it to finance utilities located at City Hall, if you wish to have the commercial utility bill forwarded to the tenant.
- This form allows the tenant of a **commercial business** to receive the utility bill and inquire about the account.
- The property owner or the tenant of the commercial business can remove the tenant from the mailing with written notice to the finance utilities located at City Hall.

**Please read and initial:**

It is the responsibility of the property owner to make sure the account is paid in full. The City of Vernon does not provide interim billing for utilities when tenancy changes.

Initial

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

Initial

Only one utility bill will be mailed per quarter and the property owner will not receive a copy if the bill is being mailed to a tenant. The account status and can be viewed on your mycity account at [www.vernon.ca/mycity](http://www.vernon.ca/mycity)

Initial

**Please select only one of the billing periods below to indicate when you would like this change to start.**

Billing Period	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



**Account to be mailed to:**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Authorized by:**

**Signature of owner/agent:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

*Note: If the account is in a company name, please provide documentation showing proof of ownership for the person signing on behalf of the company.*

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

