Utility Application

Bylaw 001-2019

Office Use Only:	
Account Number:	
Tax Roll Number:	
RF Number:	

Property Information

Service Address: _____

Posession Date: _____

Registered Property Owner Information

Note: The registered property owner must complete this section, regardless of whether the utility account will be in the owner's or tenant's name.

Registered Owner: _____

Mailing Address: _____ Town/City: _____

Province: _____ Postal Code: _____

Phone Number: _____

Email Address: _____

Would you like to receive your utility bills by email or mail? ☐ Email ☐ Mail

Tenant Information (complete only if different from Owner)

Note: If the tenant is not the owner, the application must also be signed by the owner.

Tenant Name: _____

Mailing Address: _____ Town/City: _____

Province: _____ Postal Code: _____

Phone Number: _____

Email Address: _____

Would you like to receive your utility bills by email or mail? ☐ Email ☐ Mail

Property Manager Information (if applicable)

Complete this section if you would like copies of the utility bills sent to your property manager.

Property Manager: _____

Mailing Address: _____ Town/City: _____

Province: _____ Postal Code: _____

Phone Number: _____

Email Address: _____

Would you like to receive your utility bills by email or mail? ☐ Email ☐ Mail

Submitting Your Application

Note: If you have recently purchased the property, please include a copy of your Purchase Agreement (purchase contract) with your application. Confirmation of the property ownership from Land Titles can take several months. Providing a copy of your Purchase Agreement will help the Town process your utility application sooner.

Please return the completed application and Purchase Agreement (if applicable) to the Town of Athabasca:

Email: utilitybilling@athabasca.ca

Fax: 780-675-4242

Mail or Drop Off:
4705 49 Avenue
Athabasca, AB T9S 1C5

Acknowledgement and Agreement

By signing below, I/we acknowledge and agree to the following:

1. A $50.00 administration fee applies to all new utility accounts.

2. The registered property owner remains responsible for all utility charges associated with the property, regardless of whose name the utility account is under or who receives the utility bills. The property owner is not relieved of this responsibility by reason of non-receipt of an invoice.

3. If a utility account remains unpaid after the due date, a 3.5% penalty will be applied. A reminder letter will be issued. If the outstanding balance remains unpaid after an additional 10 business days, the outstanding balance, along with a $50.00 administration fee, may be transferred to the property's tax account in accordance with Section 553 of the Municipal Government Act.

4. The Town of Athabasca must be notified promptly of any changes to the information provided on this application.

5. A $40.00 fee will be charged for each non-sufficient funds (NSF) transaction.

6. All regulations set out in Bylaw 001-2019, as amended from time to time, must be followed.

Signatures

By signing below, each applicable party confirms that they have read and agree to the above acknowledgement.

Role	Printed Name	Signature	Date
Property Owner (Required)			
Tenant (If Applicable)			
Property Manager (If Applicable)			

The personal information requested on this form is being collected by the Town of Athabasca under the authority of section 4(c) of the Protection of Privacy Act (Alberta). The information will be used for the purpose of administering the program or service to which this form relates. If you have any questions about the collection of this information, please contact the Town of Athabasca Privacy Officer at 4705 – 49 Avenue, Athabasca, AB T9S 1B7, 780-675-2063.