

# Billing Designate (Primary Account Holder)



**Occupancy date:** \_\_\_\_\_

Application will be deemed incomplete and returned if this section left blank

Water and sewer account number (to be completed by city staff):	
Service Address:	
<b>Billing designate(s)</b> – is an individual(s) who is the main point of contact for the City:	
Mailing address (if different than service address):	
Email address:	
Phone:	Cell:
<b>Legal Owner Name(s) - all owners of the property must be listed:</b>	
Owner's mailing address:	
Email address:	
Phone:	Cell:

## **OWNER SECTION**

I (We) \_\_\_\_\_  
Name(s) of Owner(s)

of \_\_\_\_\_  
Owner Mailing Address

declare that I (We) are the owner(s) of the property at the above noted Service Address, or have authorization to act on behalf of the owner(s), and declare as follows:

1. I (We) request that the City of Waterloo address all billings for Water & Sewer services to the Billing Designate noted above.
2. I (We) understand that property owner(s) for a service address remain jointly and severally responsible for the full payment of all water and sewer account arrears and any penalty or collection fees incurred on account of the Billing Designate.
3. I (We) undertake to notify the City of Waterloo of all occupant(s) and/or ownership changes (including owner mailing address information)
4. I (We) understand that this agreement is non-transferable and must be renewed for any and all ownership and or Billing Designate changes.
5. I (We) appoint the Billing Designate for the purposes related to the provision of Water & Sewer services including but not limited to granting the City access to the property for purposes relating to the provision of Water & Sewer services.
6. I (We) understand that if a Utility Bill is not paid on time, the City of Waterloo, reserves the right to transfer the unpaid balance to the service address property tax bill for collection under terms and conditions outlined within corporate policy.
7. I (We) understand that if an outstanding amount is added to the service address tax roll, the Billing Designate account may be terminated, and the owner(s) will receive all future Water & Sewer billings pertaining to the service address.

**Billing designate:**

I (We) \_\_\_\_\_  
Name(s) of Tenant(s)  
of \_\_\_\_\_  
Property Address

declare as follows:

1. I (We) acknowledge that we are responsible to pay, jointly and severally, all water & sewer bills when they are due for the above noted service address for the period I (we) are noted as Billing Designate(s).
2. I (We) acknowledge that we are responsible to notify the City of Waterloo of all occupant(s), and/or any Billing Designate changes.
3. I (We) agree to the City of Waterloo mailing late payment notices or collection notices to the Owner(s) of the property.
4. I (We) agree to give the City of Waterloo free access to the premises during regular business hours to allow the City to read, repair, remove and replace meters.
5. I (We) agree to the City of Waterloo obtaining my personal information.
6. I (We) acknowledge and agree that this shall be the City of Waterloo’s full and sufficient authorization to use the information supplied to assist in the collection of overdue accounts.

**Water bills occur on a bi-monthly basis. An administration fee of \$40.00 is applicable to all new accounts.**

**Signatures**

Owner name(s) and signature(s)	Date

Billing designate(s) and signature(s)	Date

All adult occupants responsible to pay fees and charges at this service address (A Billing Designate Schedule “A” can be attached to the Application)

Personal information collected is pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, under the authority of Part XII of the *Municipal Act*, as amended, and will be used for the purposes of administration of the municipal water and sewer services. Questions about this collection should be directed to the City Clerk’s Division, City of Waterloo, 100 Regina Street South, Waterloo, ON, N2J 4A8.

- Billing Designate(s) may attach a Billing Designate Information Schedule to this Contract if there is more than one Billing Designate.
- Mail Billing Designate Application to: 100 Regina Street S., PO Box 337 Station Waterloo, Waterloo ON N2J 4A8
- Email Scanned Billing Designate Application to: [revenue@waterloo.ca](mailto:revenue@waterloo.ca)
- Fax: (519) 747-8760