



# Customer Change Request

TOWN OF  
**SLAVE LAKE**

Accounts #(s): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Service Address: \_\_\_\_\_

Change Requested By: \_\_\_\_\_  Owner  Tenant

**New Contact Information** If changing your mailing address, we advise that you also update with Alberta Land Titles. \*This does not include trailer courts.\*

Street: \_\_\_\_\_ Home: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Cell: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Would you like your contact information to be updated for the property tax associated to this service address?  Yes  No

**Name Change\*** Important! Documentation must be provided to show name change.

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

**Add Tenant or Contact\***  Tenant  Additional Contact

Name(s): \_\_\_\_\_ Move-In Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Who should receive a copy of the utility invoice?  Owner  Tenant  Both

**Tenants can only be added by the property owner.**

**Remove Tenant or Contact\***  Tenant  Contact

Name(s) of Person(s) to be removed: \_\_\_\_\_

Move-Out Date: \_\_\_\_\_ Reason (Optional): \_\_\_\_\_

## Paperless Utility Billing

Email Address: \_\_\_\_\_ Email Holder Initials: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Holder Initials: \_\_\_\_\_

Would you like to receive the Town of Slave Lake Newsletter?  Yes  No  Business  Resident

**Signature of Authorization:** \_\_\_\_\_

**\*Indicates this is not available for Property Tax, client must go through Land Titles to complete these changes.**

The personal information requested on this form is being collected by the Municipal Operations as required by the Town of Slave Lake, under the authority of the **Freedom of Information and Protection of Privacy Act** (FOIP act) Section 33(c). If you have any questions about the collection or use of your personal information, contact the Town of Slave Lake FOIP coordinator at 780-849-8000.

Return in person, by fax at 780-849-2633, or by e-mail at [utilities@slavelake.ca](mailto:utilities@slavelake.ca) or [propertytax@slavelake.ca](mailto:propertytax@slavelake.ca).