



Customer Change Request

Effective Date: _____ Account Number: _____

Service Address: _____

Change Requested By: _____ Owner Tenant Property Manager
Print Name _____

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/Prv: _____ Cell: _____

Postal Code: _____ E-mail: _____

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

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

First Name: _____ Surname: _____

Add Tenant or Contact * Tenant Additional Contact

Name (s): _____ Move-In Date: _____

Mailing Address: _____ Phone: _____

_____ E-Mail: _____

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

Tenants can only be added by the property owner or property manager.

Remove Tenant or Contact * Tenant Contact

Name(s) of Person(s) to be removed: _____

Move-Out Date: _____ Reason (Optional): _____

Please notify staff if you are on pre-authorized payments so the appropriate forms may be provided.

Paperless Utility Billing

E-Mail Address: _____ E-Mail Holder Initials: _____

E-Mail Address: _____ E-Mail Holder Initials: _____

Signature

Print Name

Date

*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 or propertytax@slavelake.ca.