



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/utility 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): _____

Cancel Tenant's/Contact's pre-authorized payments? Yes No

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 or propertytax@slavelake.ca.