

## 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](mailto:utilities@slavelake.ca) or [propertytax@slavelake.ca](mailto:propertytax@slavelake.ca).