



Add/Remove Tenant to Account

Effective Date Change: _____ Account Number: _____

Service Address: _____

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

Add a Tenant or Contact to Account Tenant Contact

Name (s): _____

Mailing Address: _____

E-Mail: _____

Phone: _____

Who should receive a copy of the utility invoice? Owner Renter Both
Tenants can only be added by the property owner or property manager.

Remove a Tenant or Contact from Account Tenant Contact

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

Print all names that appear on the invoice to be removed.

Move-Out Date: _____ Reason (optional): _____
If different than above date.

Tenant's Paperless Utility Billing (To be completed by the tenant)

Name of Tenant: _____

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

Name of Tenant: _____

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

Signature

Print Name

Date

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.