



ROLL# _____

PLEASE COMPLETE AND RETURN:

Fax # 705-495-2378

Email address: waterbilling@northbay.ca

CUSTOMER DIRECTION TO GIVE NOTICE TO TENANT

ACCOUNT # _____

EFFECTIVE DATE: _____

Per By-Law 2015-23 Schedule E, a final meter read fee will apply

Property Location: _____

I wish to have the water bill for the above property sent to:

C/O _____ (Tenant Name)

_____ (Address)

_____ (Postal Code)

Would you like a
Final Meter Read?

Yes ____ No ____

*Per By-Law 2015-23 Schedule E, a
final meter read fee will apply*

The City of North Bay is hereby authorized and directed to give notice of water accounts on the above property in care of The Tenant. I, as the property owner, am solely responsible to the City of North Bay for any charges incurred at the service address above.

I, _____, being the Property Owner/Manager understand and agree that if my tenant does not pay after such notice, I remain liable for all water arrears including interest thereon and agree to pay these to the City, as required, and acknowledge such arrears may transfer to the property tax roll whereby an additional administration fee will be added.

I reserve the right to obtain information relating to the financial status of this account under the Municipal Freedom of Information and Protection of Privacy Act and authorize the release of such information to the undersigned or to anyone who claims to occupy the above premises.

I also understand that it is my responsibility to notify the water billing department immediately of any change in this billing direction and will be held liable for charges in the interim. I also understand that my obligation to recover any non-payment from my tenant shall remain at my own risk and expense.

Date: _____

Owner's Signature

Please Print: Owner/Manager: _____

Mailing Address: _____

City & Postal Code: _____

Telephone: _____

OFFICE USE ONLY

TPM INPUT DATE

CANCEL EBILL

YES/NO