

**TENANT-OWNER BILLING PROCEDURES**  
**ACCOUNT NUMBER:**

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We have received your request authorizing the Corporation of the Township of Tay to bill directly to the Tenant rather than the property owner. The Water and Sewer rate by-laws, state “the property owner shall be responsible for payment of all rates and charges for water and sewer services and any such bill shall be under the owners name”.

The Township of Tay has reviewed the foregoing and upon completion of this form by the property owner, the Township of Tay shall accommodate the request and forward the Tenant a duplicate bill; the original to continue being directed to the property owner.

It is the responsibility of the property owner to ensure all water/sewer bills are paid by their Tenant accordingly. If a Tenant defaults on payment the onus is on the property owner to make payment arrangements with the Township.

It is the responsibility of the property owner to make all necessary arrangements with the Township when there is a change in Tenants. **TO VALIDATE THE AGREEMENT ALL ACCOUNTS MUST BE AT A NIL BALANCE PRIOR TO COMPLETION OF THE LANDLORD./TENANT AGREEMENT.**

If you are in agreement to the above noted terms and conditions, please sign below. Upon receipt of the same the above billing procedures will commence.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

**TENANT’S NAME &  
MAILING ADDRESS**

**OWNER’S NAME &  
MAILING ADDRESS**

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TELEPHONE NUMBER \_\_\_\_\_

TELEPHONE \_\_\_\_\_

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**SIGNATURE AND DATE**

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**SIGNATURE AND DATE**

For Information the Billing periods are as follows:

MARCH 1<sup>ST</sup> (BILLING PERIOD **DEC., JAN., FEB.**)  
JUNE 1<sup>ST</sup> (BILLING PERIOD **MARCH, APR., MAY**)  
SEPT 1<sup>ST</sup> (BILLING PERIOD **JUNE, JULY, AUG.**)  
DEC 1<sup>ST</sup> (BILLING PERIOD **SEPT., OCT., NOV.**)