

## Add/Remove Tenant to Account

Effective Date Change: \_\_\_\_\_ Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Change Requested By: \_\_\_\_\_  Owner  Tenant  Property  
Print Name Manager

**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](mailto:utilities@slavelake.ca).