



AUTHORIZATION TO BILL TENANT COMMERCIAL PROPERTY

EFFECTIVE DATE: _____
(Year) / (Month) / (Day)

TENANT(S) TO BE BILLED: _____
(Name(s)) (Phone #)

(Name(s)) (Phone #)

SERVICE ADDRESS: _____
(Civic & Street) (City) (Postal)

TENANT MAILING ADDRESS: _____
(if different from service address) (Civic & Street) (City) (Postal)

1. I/We am/are the owner(s) of the property at the above-noted service address and rent the property to a tenant.
2. I/We request that Loyalist Township bill the tenant directly for all water and sewer rates and other utilities charges attributable to the above property, including penalty for late payments.
3. **If the tenant defaults in payment, all rates and charges shall be recoverable against me/us** as a debt to Loyalist Township, by any legal remedy afforded by statute. More specifically, I/we acknowledge that I/we understand the following:
Under section 398 (2) of the Municipal Act, 2001, in the case of fees and charges for the supply of a public utility, **unpaid fees and charges may be added to the tax roll of the property to which the public utility was supplied.**
4. I/We acknowledge that Loyalist Township's notice to me/us of tenant arrears prior to adding charges to the tax roll is provided as a courtesy. Failure to receive the notice does not excuse me/us from the liability in item 3 above.
5. I/We undertake to inform Loyalist Township of all tenant and/or owner changes (including address changes).
6. This agreement is non-transferable and must be renewed for any and all ownership and occupant changes.
7. I/We specifically acknowledge and agree to Loyalist Township's right to revoke this agreement for any reason.
8. I/We acknowledge that the tenant cannot be retroactively billed prior to the last day of the last completed billing cycle.

Please note: Notices to the property owner regarding the tenant account are directed to the name and mailing address registered on the property tax account. Please ensure this information is up to date by contacting the tax department at propertytaxes@loyalist.ca or 613-386-7351 x119.

BY SIGNING BELOW, I/WE AGREE TO ALL THE ABOVE TERMS.

OWNER: _____
(Signature) (Print) (Home) _____
(Work) _____
(Cell) _____

OWNER: _____
(Signature) (Print) (Home) _____
(Work) _____
(Cell) _____