



UTILITY ACCOUNT AGREEMENT APPLICATION

General Information

Date of request: _____

Water service start date (possession date, unless under construction): _____

Account Type: Residential Commercial

Property Service Address: _____ Postal Code: _____

Property Owner 1 Name: _____
First Name Last Name

Property Owner 2 Name: _____
First Name Last Name

Owner's Mailing Address (if different): _____ City: _____

Postal Code: _____

Phone #: _____ E-mail Address: _____

Alternate Phone #: _____

*If you would like e-billing services, please visit our online portal on www.brooks.ca to register.

I am able to provide proof of ownership (required if the City has not received notification from Alberta Land Titles Office): Yes No

Service Information

Meter Install Required (new build)? Yes No

Have garbage collection requirements been established with the City of Brooks' Public Works department? (For commercial and new build properties only) Yes No

Will there be a business operating out of your residential property? Yes No
(If so, an in-home occupation permit is required)

Is the occupant of your residential property 65 years or older? Yes No
(If so, upon proof of age, a discounted residential garbage rate is available)



I/We, the registered property owner(s) hereby request the City of Brooks open a utility account in my/our names(s) for the property listed above.

ACKNOWLEDGEMENT

1. The property owner(s) is/are directly responsible to the City of Brooks for all rates, charges and other costs associated with providing water, sewer and waste collection/recycling services to the service address named above. All accounts for utility services shall be payable upon receipt of the bill.
2. A \$25.00 returned payment fee will be charged for each cheque or pre-authorized debit that is returned unpaid.
3. Accounts not paid on or before the due date stated on the utility bill shall pay a late payment penalty of 10% of the outstanding balance.
4. Section 553 of the Municipal Government act states that any utility charges remaining unpaid may be added to the tax roll of a parcel. Outstanding utility charges which remain unpaid over 50 days will be transferred to the registered property owner's tax account.
5. The information contained in this form is being collected under the authority of Section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the purpose of opening a utility account. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 403-362-3333.
6. The property owner(s) agree(s) to notify the City office promptly when there are changes to the information provided herein.
7. If the utility invoice is not received by the 15th of your billing month, you are responsible for notifying the City of Brooks to obtain a copy and to update your information.

Dated this _____ day of _____, 20_____.

Property Owner 1 Signature

Property Owner 2 Initials

Please attach Proof of Ownership in the form of the Bill of Sale or Notice of Change of Ownership.

Law Firm used in the purchase of property: _____ Phone #: _____

**Applies to newly purchased properties only*

Email completed forms to: utilities@brooks.ca

For Office Use Only		
Primary Residence <input type="checkbox"/>	Rental Property <input type="checkbox"/>	Walk Sequence (New) _____
Tax Roll _____	Utility account # _____	
Senior ID Checked: <input type="checkbox"/>	Proof of ownership/verified in Vadim: <input type="checkbox"/>	
Emailed to Development <input type="checkbox"/>	Transitioned from rental account: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Delinquent Accounts <input type="checkbox"/> Yes <input type="checkbox"/> No	Emailed to Public Works (for commercial and new builds only) <input type="checkbox"/> Yes <input type="checkbox"/> No	