

Please email completed form to [CustomerService@portcolborne.ca](mailto:CustomerService@portcolborne.ca)



## Account Changes Form

Tax \_\_\_\_\_

Water \_\_\_\_\_

### Property Description:

Property Address: \_\_\_\_\_

Roll Number#: \_\_\_\_\_ Water Acct #: \_\_\_\_\_

Phone# \_\_\_\_\_ Customer ID# \_\_\_\_\_

Name(s) on Account: \_\_\_\_\_

Add/Update Mailing Address (see below) (YES) \_\_\_\_\_

New Address: \_\_\_\_\_

Ebilling: Yes \_\_\_\_\_ email address: \_\_\_\_\_

Tax \_\_\_\_\_ Water \_\_\_\_\_

Add 'C/O Tenant' (see below) (YES) \_\_\_\_\_

Water/Sewer Bill to be mailed 'C/O Tenant': I understand that I, the property owner am responsible for the payment of all water/sewer bills. Whenever a tenant pays the bills on my behalf, he/she does as an agent of the owner. I authorize the water to be shut-off for non-payment, pursuant to By-Law 315/22/95. Water/Sewer arrears may be added to the owners' property taxes as per Public Utilities Act Chapter P52, Section 31 or as amended.

Cancel PAP Plan: (YES) \_\_\_\_\_

Remove 'Deceased Owner' (Death Cert. attached)

Name: \_\_\_\_\_

### Owner

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(I hereby authorize the Corporation of the City of Port Colborne to make the above changes to my Tax/Water account.)