



## UTILITY ACCOUNT APPLICATION FORM

Any property owner(s), hereinafter referred to as CUSTOMER, requiring public utility services, must first make an application to the Town of Irricana Municipal Office and complete the Utility Account Application Form. Utility Services include, but are not limited to: Water, Wastewater, Garbage, Recycling and Non-Metered Charges.

In consideration of the acceptance of this application by the Town of Irricana, the CUSTOMER agrees to the following:

1. The CUSTOMER agrees to pay for such services in accordance with the Town of Irricana's Bylaws and Policies, and at the applicable rates for such services now in effect or as amended from time to time.
2. Any Utility Account being delinquent shall be subject to a Penalty of 2% (Bylaw 005:2021).
3. CUSTOMER agrees to notify the Town of Irricana at least one week in advance of planned termination of service.
4. Consumption Reads are conducted by the Town of Irricana Public Works Department on a bi-monthly basis and the CUSTOMER agrees to make certain that the meter is readily accessible with no barriers or animals, which would prevent reasonable access thereto.

When completing the Utility Account Application form, you will be asked to provide:

- 1) Contact Information for all registered property owners on Title (Land Title)
- 2) New service/civic address and start date
- 3) Deposit of **\$250.00** (Bylaw 005:2021)
- 4) Do you own the property
- 5) Are you a management company representing the owners

### STEP 1: Primary Account Holder(s)

FIRST NAME	LAST NAME	MIDDLE NAME or INITIAL

**PLEASE NOTE:** as per Town of Irricana Bylaw 005:2021, Section 3, no utility account shall be set up for an occupant of a parcel of land who is not the registered owner, for the use of the water supply and distribution system, sanitary sewer collection and disposal system, or for the provision of waste disposal and recycle services.

## **STEP 2: Service Information**

SERVICE ADDRESS

Mailing Address

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PRIMARY PHONE NUMBER

CELL PHONE NUMBER

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Email address

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## **STEP 3: Deposit \$250.00**

**PLEASE NOTE:** A Deposit of **\$250.00** to be paid by the CUSTOMER to the Town of Irricana for utility services, and will be held for a period of one year, to be refunded with no interest, providing the utility account remains current. This Deposit shall not be considered as an advance payment for any service. Charges and unpaid accounts shall be considered delinquent notwithstanding the existence of the deposit and the CUSTOMER shall not have the right to compel the Town of Irricana to apply the deposit to any accounts to avoid delinquency.

DATE DEPOSIT RECEIVED

RECEIPT NUMBER

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## **STEP 4: Verification**

### **Applicant's Declaration**

I acknowledge that I am the current registered owner of the property listed above and the Account Holder. I further agree that all the information on this application to be true, accurate and complete to the best of my knowledge.

SIGNATURE

DATE

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*The Town of Irricana is collecting personal information for the purpose of Account Administration and debt collection and may be shared with other Town of Irricana Town administrative departments.*

*The personal information on this form is being collected under the authority of the Municipal Government Act and Freedom of Information & Protection of Privacy Act, Part 2 – Protection of Privacy Section, and will be used to administer bylaw operations. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.*