

**TOWN OF WHITCHURCH-STOUFFVILLE  
CHANGE OF DIRECTION OF WATER BILLING  
FOR WATER ACCOUNT #**

**I HAVE READ AND UNDERSTAND** that the Town of Whitchurch-Stouffville will direct all future Water bills directly to \_\_\_\_\_ who will be acting as my agent for the utilities at \_\_\_\_\_, Stouffville as follows:

I HEREBY ACKNOWLEDGE that:

1. The Property Owner will **NOT** receive a copy of the water bill from the Town. As stated the bill will be sent directly to the Tenant.
2. The Property Owner will **NOT** be notified of an overdue or unpaid water account. If the water bill remains outstanding after a reminder notice has been disregarded, water service may be discontinued and/or the overdue water amount may be added to the Property Owner's tax account (penalty at 1.25% per calender month will accumulate on the tax account). Costs of such action(s) will be extra.
3. The Property Owner will notify the Town of any tenant change. The Property Owner is responsible for any outstanding balance on the water account at all times. Also, if any water bill or water bill payment should be returned from the tenant the water account may be changed back to the Property Owner's address.
4. The "Change of Direction of Water Billing" will be effective upon receipt of the signed copy returned by the Owner of the Property, unless otherwise stated by the Owner. The water billing account will be read only on the four billing periods established during the year. The Town **DOES NOT READ** for a tenant upon occupancy or when the tenant moves out.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Property Owner