



331 Main St. P.O. Box 310, Deseronto, ON K0K 1X0

Phone: 613.396.2440

Fax: 613.396.3141

Billing Change Request Form

Please complete this form and deliver it to the Deseronto Town Hall at 331 Main St. P.O. Box 310 Deseronto, ON K0K 1X0, Fax: 613-396-3141, Email: gmaracle@deseronto.ca.

Service Address: _____

Account #: _____

Change Requested:

Change tenant information

New Tenant Name(s): _____

Effective Date (dd/mm/yy): ____ / ____ / ____

Issue bill to tenant only

Tenant Name(s): _____

Issue bill to property owner only

Address: _____

Change name on account

Name(s): _____

Change billing address

Address: _____

Other (explain in space below)

Property Owner Name: _____

Date of Request (dd/mm/yy): ____ / ____ / ____

Phone Number: _____

Important Note:

All property owners who request the utility bill to be forwarded to the tenant are still responsible for the bill in the event of non-payment. The Municipality reserves the right to change the billing address back to the property owner at any time, if non-payment or change in tenancy happens.

Date Completed: _____

Signature: _____