



Authorization Agreement To Bill Tenant

Property Owner

Customer number:

Account number:

Property owner name(1):

Property owner name(2):

Property Manager (if applicable): *

Service Address:

Mailing Address: **

Telephone number:

*Attach a copy of any agreement under which a management company or other party is administering a property on behalf of the owner if it has not already been submitted.

**Property Owner's mailing address must be different than the service address.

1. I (We) are responsible for administering the property at the Service Address.
2. I (We) must inform the City of Ottawa of **all changes of** Tenants or Owners of the property at the Service Address.
3. This agreement is non-transferable and must be renewed for any Ownership or Tenancy changes.
4. I (We) request that the City of Ottawa bill the tenants directly at the service address for all water and sewer rates and other charges attributable to the above property, including interest and fees.
5. Despite not having received bills and notices in respect of the water service, if the payments are in default, all rates and charges shall be recoverable against the property owner as a debt owed to the City of Ottawa, or by any legal remedy afforded by statute which may include the unpaid balance being transferred to property tax account of the Service Address.
6. All rates and charges shall be a priority lien on the property at the Service Address pursuant to the Municipal Act, 2001 and the City of Ottawa's Water By-Law.
7. The City of Ottawa may revoke this agreement for any reason and revert the account to the property owner(s) for payment of all services and any outstanding balance. All pertinent fees will apply, including but not limited to interest charges and change of name fee.
8. The person(s) to whom the bills and notices are directed are appointed as the property owner's representative(s) for the purposes of granting the City access to the property in relation to the City's provision of water utility services and related activities including but not limited to inspections, at or to the property, even if these activities result in charges on the property.

Signature Owner:	Print name:
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Signature Owner:	Print name:
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Date (DD/MM/YYYY):

Note: a change of ownership/occupancy fee will be charged to your account if there is a vacancy period between tenants. For more information, see [Rates and Fees](#).

Tenants

Tenant's Name	Prior Address(es) (if applicable)
Primary Tenant	

Telephone number

Mailing Address:

Occupancy date: (DD/MM/YYYY):

Preferred official language of bill (select one): English French

1. I (We) rent the property.
2. The City of Ottawa is not precluded from pursuing its legal remedies against the Tenant(s).
3. The City of Ottawa may disclose to the property owner my billing information including payment history and water consumption details, but not my banking information or forwarding address.

Signature Tenant:	Print name:
Signature Tenant:	Print name:
Signature Tenant:	Print name:
Signature Tenant:	Print name:

Date (DD/MM/YYYY):

Note: a change of ownership/occupancy fee will be charged to the account. For more information, see [Rates and Fees](#).

Submit Form

Email: revenue@Ottawa.ca

Fax: 613-580-2457

Mail: City of Ottawa

100 Constellation Drive, 4th floor east, Ottawa, ON K2G 6J8

In person: All City of Ottawa Client Service Centres. For locations and hours of operation, visit the Client Service Centre page on our website at ottawa.ca.

The personal information collected in this form is collected under the authority of sections 10, 81, 391 and 398 of the *Municipal Act*, 2001. The database for water and sewer billing is maintained under the authority of the City of Ottawa's Water By-law. The personal information will be used to issue water and sewer bills and to administer changes in property ownership. Questions about this collection of information may be directed to the Program Manager, Customer Accounts Branch, 4E-100 Constellation Drive, Ottawa ON K2G 6J8, tel 613-580-2444.