



Shaping our future together
Ensemble, formons notre avenir

City of Ottawa, Revenue Services
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WATER UTILITY CERTIFICATE REQUEST FORM
PLEASE COMPLETE ONE FORM PER WATER UTILITY ACCOUNT REQUEST

WATER UTILITY CERTIFICATE REQUESTED BY:

NAME AND MAILING ADDRESS OF APPLICANT (LAW FIRM):	NAME OF PERSON AND TELEPHONE # FOR CONTACT: LAW FIRM REPRESENTS: <input type="checkbox"/> VENDOR <input type="checkbox"/> PURCHASER
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MY LAW FIRM'S PERMANENT E-MAIL ADDRESS (PER ACCOUNT CODE) IS:

DATE OF REQUEST:

THIS REQUEST IS MADE FOR THE PROPERTY DESCRIBED BELOW:

CURRENT OWNER(S):	FORWARDING MAILING ADDRESS OF VENDOR(S):
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MUNICIPAL ADDRESS:

NAME OF PURCHASER(S):	MAILING ADDRESS (ONLY IF DIFFERENT FROM PROPERTY BEING PURCHASED):
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CLOSING DATE OF SALE (IF NO SALE IS TO OCCUR, PLEASE ENTER "NOT APPLICABLE"):

YOUR REFERENCE #:

PLEASE CHOOSE ONE OF THE FOLLOWING WATER UTILITY CERTIFICATE RESPONSES

WATER UTILITY CERTIFICATE REQUEST FOR **CURRENT STATUS OF ACCOUNT**
(CURRENT STATUS RELATED TO THE STATUS OF THE ACCOUNT ON THE DAY THE CERTIFICATE IS ISSUED)
PLEASE NOTE: ONLY **ONE** CERTIFICATE WILL BE ISSUED RELATING TO THE STATUS OF THE ACCOUNT.

WATER UTILITY CERTIFICATE REQUEST **FOR FINAL READING – CLOSING DATE**
PLEASE NOTE: A FINAL METER READING IS REQUESTED WHEN A MOVE IS REQUIRED. A CERTIFICATE WILL ONLY BE ISSUED ONCE THE FINAL READING HAS BEEN OBTAINED WITHIN 10 DAYS BEFORE OR AFTER THE STIPULATED CLOSING DATE.

FOR OFFICE USE ONLY

NSU	WATER ACCOUNT #	WAC #
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