

Utility Billing, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7

Phone 780-464-8273 Fax 780-416-6725

This form authorizes the named Occupant to set up a Utility Billing Account at the indicated address for the purpose of billing and payment, in place of the property owner.

**Property owner information** (as per tax roll):

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First Name (Print)

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Last Name (Print)

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Phone Number

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Alternate Phone Number (if applicable)

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Email Address**Occupant information:**

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First Name (Print)

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Last Name (Print)

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Phone Number

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Alternate Phone Number (if applicable)

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Email Address**Property information:**

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Street Address

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City/Town

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Province

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Postal Code

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Occupancy date (YYYY-MM-DD)

By signing the form below the owner and occupant agree to the following:

- The utility bill at the indicated property will be the **sole responsibility** of the occupant named above.
- The owner will have no access to utility account information and will not be able to make changes to the occupant account.
- The occupant must submit a completed Pre-authorized Debit account form to have the utility bill automatically withdrawn from the occupant's financial institution.  
<https://www.strathcona.ca/files/files/at-lls-forms-scu5056-utilitypre-authorizeddebitpayment-agreement.pdf>
- **The bill will begin in the occupant's name as of the occupancy date, or upon receipt of the completed pre-authorization form if the form is not received before the occupancy date.**

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- If the occupant's account falls into 60 day arrears Strathcona County will proceed with our collections procedure as per county bylaws with the **occupant** who was responsible for the bill.
- The owner will **not** be responsible for any charges or arrears on the account while the bill was **solely** in the occupant's name.
- If the occupant moves out the owner and occupant are to contact Utility Billing before the occupancy end date to arrange changeover of the utility account.
- When the occupant account is closed due to end of occupancy a final bill will be issued to the occupant up to the occupancy end date. The account will be set up in the owner's name as of occupancy end date.
- A \$30.00 administration fee will be charged on the first bill when a new account is opened. This would apply when the bill is put into occupant's name or when the bill defaults back to the owner due to end of occupancy.

**I hereby grant the occupant indicated on this form sole responsibility for the utility billing account at the indicated address for the purposes of billing and payment.**

\_\_\_\_\_  
Owner Name (Print)\_\_\_\_\_  
Owner Signature\_\_\_\_\_  
Date (YYYY-MM-DD)\_\_\_\_\_  
Occupant Name (Print)\_\_\_\_\_  
Occupant Signature\_\_\_\_\_  
Date (YYYY-MM-DD)

Return this form to Utility Billing. Forms can be printed and mailed, faxed, put in the night depository box at County Hall or dropped off in person.

**Address:** Strathcona County, Customer Billing Services  
2001 Sherwood Drive, Sherwood Park AB T8A 3W7

**Fax:** 780-416-6725

**Email:** [UTBilling@strathcona.ca](mailto:UTBilling@strathcona.ca)

**Collection and use of personal information**

Personal information is being collected under the authority of s. 33 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used to activate and administer utility billing accounts. If you have any questions about the collection, use or disclosure of your personal information, contact Utility Billing Supervisor at 780-464-8273.

**For office use only:**\_\_\_\_\_  
Date completed PAD form received (YYYY-MM-DD)