



The Municipality of the
VILLAGE OF BURK'S FALLS

172 Ontario Street Box 160 Burk's Falls ON P:705-382-3138 F:705-382-2273 www.burksfalls.net

Tenant Application and Owner Authorization to Bill Tenant

Owner Name(s) – All owners of the property must be listed:	
Owner's Address – if different from the service request address	
Owner's Contact Information: Phone:	Email:
Occupancy Date: _____ Application will be deemed incomplete and returned if this section is left blank	
Water & Sewer Account Number (to be completed by Village staff):	
Service Address:	
Primary Account Holder(s) -is an individual(s) who is the main point of contract for the Village	
Mailing Address PO BOX	
Tenant Information: phone #	Email address:

Property Owner Information:

Owner Covenant:

I(We) Please print the name(s) of the tenants(s) _____ ,

Declare as follows:

I(We) are the owners of the property at the above noted Service Address, or have authorization to act on behalf of the owner(s).

- 1) I(We) rent the property to a tenant(s).
- 2) I(We) request that the Village of Burk's Falls set up a tenant account for the purposes of billing for water & wastewater Service.
- 3) I(We) understand that property owners(s) for a service address remain jointly and severally responsible for the full payment of all water and wastewater arrears.
- 4) I(We) undertake to notify the Village of Burk's Falls of all tenant(s), occupant(s) and/or ownership changes (including owner address information).
- 5) I(We) appoint the tenant for the purposes related to the provision of water and wastewater services.
- 6) I(We) understand that if a service bill is not paid on time, the Village of Burk's Falls, reserves the right to transfer the unpaid balance to the service address property tax bill for collection.
- 7) I(We) understand if an outstanding account is added to the service address tax roll, the tenant account will be terminated, and the owner(s) will automatically become the new account holders.

Tenant Covenant

I(We) Please print the name(s) of the tenants(s) _____

Declare as follows:

Are the Tenant(s)/Occupant(s) of the property at the above noted Service Address.

- 1) I(We) acknowledge that I(We) are responsible to pay, jointly and severally, all water & sewer bills when they are due for the above noted service address for the period I(We) are tenants/occupants.
- 2) I(We) understand the Village of Burk's Falls will pursue all its legal remedies against me/us to collect any unpaid balances outstanding on my/our account.
- 3) I(We) acknowledge that I(We) are responsible to notify the Village of Burk's Falls of all tenant(s), occupants(s) and/or any tenancy changes.
- 4) I(We) understand that the Village of Burk's Falls will require a minimum-security deposit equal to three (3) times the current base utility bill, with the base utility bill subject to annual increase as per By-law 15-2020, at the time in which the application is submitted. (Example: Base Utility Bill x 3 = Required Deposit.)
- 5) I(We) understand the security deposit will be held by the Village of Burk's Falls until applied to the Final Bill for the service account noted above.
- 6) I(We) agree to the Village of Burk's Falls mailing out late payment notices or collection notices to the Owner of the property.
- 7) I(We) agree to give the Village of Burk's Falls free access to the premises during regular business hours to allow the Village Public Works Department to read, repair or remove water meters.
- 8) I(We) acknowledge that the Village has the right to cut off the supply of utilities and to remove the meter or related fixture(s) whenever the bill for these utilities is in arrears, or I(We) are in breach of this agreement.

Reference: By-law 04-2022 – Water and Sewer Rates (Base Utility Bill subject to annual increase as per this By-law).

Signatures

Owner Name(s) and Signature(s)

Date:

Tenant Name(s) and Signature(s) –

all adult occupants responsible to pay fees and charges to this service address

Date:

Return completed form to admin@burksfalls.ca or the Village of Burk's Falls Office.

The Village of Burk's Falls

Finance Clerk

Candy Shuker

705-382-3138 ext 225