



## Utility Account Application

<b>First Name:</b>	<b>Last Name:</b>
<b>First Name:</b>	<b>Last Name:</b>
<b>Service Address:</b>	<b>Hepburn, SK, S0K 1Z0</b>
<b>Please Select Occupancy:</b> <input type="checkbox"/> <b>OWNER</b> <input type="checkbox"/> <b>RENTER</b>	<b>Move IN date:</b>
<b>The following is applicable to <u>renters only</u>; please note that we are required to report delinquent accounts to the property owner. Please initial to indicate that you have read and understand that the landlord will receive copies of correspondence regarding your account.</b>	
<b>Tenants Initials</b> _____	
<b>Mailing Address:</b>	
<b>Moved from:</b> <input type="checkbox"/> <b>Out of town</b> <input type="checkbox"/> <b>Different address in Hepburn</b> <i>(if applicable please write address below)</i>	
<b>Previous <u>HEPBURN</u> Address:</b>	
<b>EMERG Phone No:</b>	<b>Second No:</b>
<p>The information collected this Utility Account Application form will be used by the Town of Hepburn to provide all municipal services. Under <i>The Local Authority Freedom of Information and Protection of Privacy Act</i>, the Town of Hepburn has the authority to collect and use your personal information to provide these services. The Town of Hepburn shall not use the personal information under its control without the consent, given in the prescribed manner, of the individual to whom the information relates, except for the purpose for which the information was obtained or compiled – in the case of this form to provide municipal services.</p> <p>By signing below, the resident understands that their personal information is being collected and <b>used to provide for municipal services</b>. Should you have any questions regarding the collection and use of your private information please contact the Town of Hepburn at (306) 947-2170.</p>	
Signature: _____	
<p><b>The Town of Hepburn</b> offers residents the opportunity to receive specific municipal notices as attachments in an e-mail rather than by regular mail.</p> <p><b>I wish to receive certain notices/documents via email</b>    <input type="checkbox"/> <b>YES</b>    <input type="checkbox"/> <b>NO (if no stop here!)</b></p>	
<b>Email:</b> _____	
<b><u>I consent to the use of e-mail for the delivery of municipal notices and agree with the following:</u></b>	
1. Failure to receive an e-mailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.	
2. I will inform the Town of Hepburn of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.	
3. I may withdraw from e-mail delivery at any time. To do so I will inform the Town of Hepburn, and all notices which were previously e-mailed to me will be sent by regular mail.	
<i>I acknowledge that I have read and fully understand and consent to the delivery of municipal notices to me by e-mail.</i>	
Signature: _____	



**OFFICE USE ONLY**

Add into Email Contact List

Add into Excel Occupant List

Add into MuniSoft as NEW customer  YES  NO (already in MuniSoft)

After completing final billing for previous occupant, connect address into this customer's name