



## TOWN OF SUNDRE

717 Main Ave West, Box 420, Sundre, Alberta, T0M 1X0, Phone: 403-638-3551, Fax: 403-638-2100  
Website: [www.sundre.com](http://www.sundre.com); Email Address: [townmail@sundre.com](mailto:townmail@sundre.com)

### Utilities Email Request Form

If you wish to receive your utility bill by email only please complete this form and return to the Town office:

Utility Account Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Property Owner email address: \_\_\_\_\_

Occupier (*if applicable for rental property*): \_\_\_\_\_

Occupier email address: \_\_\_\_\_

- **Please note that if there are any changes to these email addresses it is the responsibility of the Owner and/or Occupier to inform the Town accordingly.**
- **A Customer is not excused from paying Utility Charges by reason of non-receipt of a Utility Bill, whatever the reason for non-receipt.**
- **Payment due dates do not change. Penalties still apply if payment is late for any reason.**

#### Authorization

I agree that I have requested to receive my Utility bill via email only and that I will inform the Town of Sundre if this email address is no longer valid.

**Signature of Owner/Agent:**  
*(If Owner has designated an agent to act on their behalf; a written authorization from the Owner is required)*

**Signature of Occupier (if applicable):**

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_ (Please Print)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**The information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is used solely for purposes of administering the Town of Sundre utility account. If you have any questions about the use of your personal information provided on this form please contact the Town of Sundre Utility Billing Dept. at (403) 638-3551.**