



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; Email Address: 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requested to receive my Utility bill via email only and that I will inform the Town of Sundre if this email address is no longer valid.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 provisions of the *Protection of Privacy Act (POPA)*, Section 4. It will be used for the purpose of account administration and may be shared with other Town Departments for a consistent purpose. If you have any questions about the use of your personal information provided on this form please contact the Town of Sundre POPA Coordinator at (403) 638-3551 or email: townmail@sundre.com