

REQUEST FOR NEW ACCOUNT SET UP

(Please Select)

OWNER

TENANT

SERVICE ADDRESS: _____

Phone: _____

Email: _____

(Please Circle)

Closing Date OR Moving Out Date: _____

I *(Print Name)* _____, the registered *(Please circle)* **OWNER / TENANT** of the property as listed above, or I am acting as the legal representative for the vendors of this property; hereby request a final reading for the Water Meter at the above listed property on the date as listed above in accordance with *Council Policy F-2004-01*.

I also request that the water bill be:

- Sent to the service address
- Please e-mail Form for Pre-Authorization Set-Up

Water accounts are set up after Final Bill has been issued to previous owner, at the end of the month of closing.

Signature: _____

Date: _____

Please Submit Completed Form to finance@lincoln.ca