



CITY OF WEST KELOWNA

Municipal Office:
3731 Old Okanagan Hwy
West Kelowna BC V4T 0G7

Tel: 778-797-8850
Fax: 778-797-1001
Email: ub.finance@westkelownacity.ca

REQUEST TO BILL TENANT

TO Utility Billing ub.finance@westkelownacity.ca

DATE (m/d/y) _____

FROM (Owner's Name) _____

ACCOUNT No. _____

PROPERTY ADDRESS _____

PHONE _____ **EMAIL** _____

As of today, please forward the Utility Billing for the above subject property to the following:

NAME (Renter(s)) _____

MAILING ADDRESS _____

PHONE _____ **EMAIL** _____

SIGNATURE OF OWNER _____

SIGNATURE OF RENTER _____

NOTE #1 Any balance outstanding on this utility account as of December 31st each year will be transferred to property taxes at that time.

NOTE #2 The City of West Kelowna will not be responsible to monitor the account for payment and will not be responsible to notify the owner prior to any transfer to property taxes, as per NOTE #1.

NOTE #3 It will be the responsibility of the registered property owner to advise the City of West Kelowna of any change of tenant.

NOTE #4 Signatures of both owner and tenant are required in order to process this request.