

## COUNCIL POLICY

Policy Title: <b>Utility Account Change Procedure</b>	Resolution Number: <b>179/23</b>
Approved by: <b>Council RM of Fisher</b>	Date of Most Recent Approval: June 27, 2023
Date of Original Approval: <b>June 27, 2023</b>	Supersedes/Amends Policy Dated:
<b><i>DISCLAIMER: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i></b>	

### Purpose

The purpose of this policy is to establish proper guidelines for changes of utility account holders when properties are sold, or there is change in tenant.

### Scope

At all times, when a property changes hands, whether by change of ownership, or change of tenant, it is the responsibility of the property owner to notify the RM of Fisher water utility of the final meter reading by contacting the municipal office immediately upon the property becoming vacant. If the property is a rental and the tenant vacates the property, the onus remains that of landlord/property owner to ensure the final reading for the former tenant has been submitted to the municipal office immediately upon the property becoming vacant. Failure to do so may result, utility overages, potential penalties, and interest. These costs accrued penalties and interest will then be added to the next billing issued to the owner of the property without exception.