



Metered Utility - Mailing Address Change Request

*THIS IS SALE OF PROPERTY CHANGE IN TENANCY CHANGE OF MAILING ADDRESS

SECTION 1: ACCOUNT INFORMATION

METERED UTILITY ACCOUNT NUMBER	
SERVICE PROPERTY ADDRESS	BURNABY, BC

SECTION 2: NEW INFORMATION

EFFECTIVE DATE	*SEND METERED UTILITY BILL TO (choose all applicable)		
	OWNER	TENANT	MANAGEMENT COMPANY
ACCOUNT HOLDER NAME			CARE OF
MAILING ADDRESS			

SECTION 3: BILLING CONTACT INFORMATION

CONTACT NAME AND TITLE	
EMAIL ADDRESS	TELEPHONE NUMBER

SECTION 4: REQUESTOR INFORMATION

OWNER	TENANT	MANAGER	MANAGEMENT COMPANY
REQUESTOR NAME AND TITLE			
SIGNATURE			TELEPHONE NUMBER

*If you are not the owner, submit this form along **with the relevant document(s)** (e.g., a copy of the lease agreement; the first and last pages would suffice).

SECTION 5: PROPERTY OWNER(S) INFORMATION

PROPERTY OWNER(S) NAME	TELEPHONE NUMBER
PROPERTY OWNER(S) SIGNATURE	DATE

*If this involves a change in **tenancy**, we require the property owner's signature along **with a copy of the tenancy agreement**.

Please submit by EMAIL to: meteredwater@burnaby.ca

By Mail: Tax Office, City of Burnaby, 4949 Canada Way, Burnaby, BC V5G 1M2

INTERNAL USE ONLY CREATE CHANGE

REQUESTED BY	EXT	DATE
CHECKED BY	EXT	DATE

The information on this form is collected in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act. The purpose of the collection is for the billing and maintenance of your Utility Account. It will be retained as records and may be used to contact the parties involved in this account. If you have any questions about the collection and use of this information, please contact the Tax Department at 604-294-7350.