



**City of West Kelowna**  
 3731 Old Okanagan Highway, West Kelowna, British Columbia V4T 0G7  
 Tel.: 778-797-1000 Fax: 778-797-1001

DATE: \_\_\_\_\_

TO: City of West Kelowna (Utility billing)  
[ub.finance@westkelownacity.ca](mailto:ub.finance@westkelownacity.ca)  
 778 797-8850

FROM (Owner's name): \_\_\_\_\_

\*\*\*\*\*

Property Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

Name (renter): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Signature  
 Of Owner: \_\_\_\_\_

Signature  
 Of Renter: \_\_\_\_\_

- NOTE #1 Any balance outstanding on this utility account as of December 31<sup>st</sup> 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.