



**City of West Kelowna**  
2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6  
Tel (778)797.1000 Fax (778)797.1001

**Request to Bill Tenant**

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

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

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

\*\*\*\*\*

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.