

Instructions

Please fill out all required information and review the terms and conditions carefully. The Tenant Billing Designate Authorization Agreement application must be approved by the Town to be considered in effect. Completed applications (with all required signatures) can be submitted under the following methods:

- Email: waterbilling@saugeenshores.ca
- Mail or In Person: Town Hall – 600 Tomlinson Drive, Box 820, Port Elgin ON N0H 2C0

Property Information

Service Address	
Roll Number	

Key Dates

Tenant Billing Start Date	
Tenant Billing Designate Authorization Request Date	

Property Owner Information

Legal Owner Name(s) (all owners must be listed)	
Email address (e-billing enrollment required)	
Phone number	

Tenant Billing Designate

Legal name of Tenant Billing Designate	
Email address (e-billing enrollment required)	
Phone number	

This Authorization requires both the property owner and Tenant Billing Designate to enroll in e-billing. The Town will not authorize or maintain a Tenant Billing Designate where paper billing is requested. By providing my email address and completing this Authorization, I acknowledge and consent to receiving my water/wastewater bill electronically. I am responsible for maintaining accurate and updated contact information.

Signatures

I confirm that I have read, and agree to, all Terms and Conditions, as outlined below.

For the Property Owner:

Property Owner's Name(s)	Signature	Date

For the Tenant Billing Designate:

Tenant Billing Designate Name(s)	Signature	Date

I (We) hereby acknowledge that electronic and digital signatures on this form shall be considered as an original signature for all purposes and shall have the same force and effect as the original signature.

Notice of Collection of Personal Information: Personal information on this form is collected under the legal authority of the Municipal Act, 2001, as amended. This information is collected and maintained for the purposes of carrying out our programs and services. Questions about this collection should be directed to clerk@saugeenshores.ca.

Terms & Conditions

For the Property Owner:

This Authorization authorizes the Town to provide water/wastewater billing information to a Tenant Billing Designate identified by the Property Owner. This Authorization does not transfer ownership of the utility account or legal responsibility for payment from the Property Owner.

By signing this Authorization, I/we acknowledge and agree to the following:

1. I am legally responsible for the subject property. If the property is owned by more than one individual, I have received proper authorization and consent to sign this form on behalf of those individuals.
2. I am authorizing the Town of Saugeen Shores to bill the named Tenant directly for all water/wastewater charges related to the subject property.
3. The Tenant Billing Designate is not the legal account holder and the water/wastewater account is not transferred to their name.
4. This Authorization does not remove my legal or financial responsibility for water/wastewater charges.
5. All water/wastewater charges, including fees, penalties and interest, constitute a debt owing to the Corporation of the Town of Saugeen Shores and may be added to the property tax roll as a priority lien and collected in the same manner as property taxes, in accordance with the *Municipal Act, 2001*, s.398(2).
6. This Authorization allows the Tenant Billing Designate, as of the approval date of this Authorization, to:
 - a. Receive water/wastewater bills and account related notifications;
 - b. Access account information, including account balances and billing information;
 - c. Access consumption data; and
 - d. Make payments towards the water/wastewater account.
7. This Authorization remains in effect until revoked by me in writing or otherwise terminated in accordance with the terms of this Authorization.
8. The Town's role is limited to the administration and collection of water/wastewater charges. The Town does not interpret or enforce, nor does this Authorization alter, private lease agreements between me and my tenant(s).
9. It is my responsibility to coordinate payment of water/wastewater charges with the Tenant Billing Designate.
10. Any unpaid arrears greater than 90 days, regardless of whether a Tenant Billing Designate Authorization is in place, will be transferred to the property tax roll twice annually, or the Town of Saugeen Shores may invoke other enforcement mechanisms in accordance with By-law 2026-044.

11. It is my responsibility to notify the Town in writing if there are any material change in circumstance that would require this Authorization to be revoked (for example, the tenant vacates the property, or the ownership of property changes).
12. This Authorization is non-transferable. A new Tenant Billing Designate Authorization will be required if ownership or tenancy changes.
13. This Authorization is not in effect until the application has been approved by the Town, all required signatures have been received, and the necessary updates have been completed in the billing system. If approved, authorization applies on a go-forward basis only; historical account information will not be released.
14. Other than the information provided by me, or included on the water/wastewater bills, no other personal information belonging to me will be shared with the Tenant Billing Designate.
15. To indemnify and hold harmless the Corporation of the Town of Saugeen Shores from any claims, disputes, losses, or damages arising from this Authorization.
16. To comply with all applicable Town of Saugeen Shores' by-laws, policies, and procedures.
17. That the Town reserves the right to revoke or deny this Tenant Billing Designate Authorization at any time, at its sole discretion, and that the account may be directed back to me, as the property owner, for payment of all services and any outstanding balances.

For the Tenant Billing Designate:

This Authorization authorizes the Town to provide water/wastewater billing information to a Tenant Billing Designate identified by the Property Owner.

By signing this Authorization, I/we acknowledge and agree to the following:

1. If the subject property has more than one tenant, I have received proper authorization and consent to sign this form on behalf of those individuals.
2. I am authorizing the Town of Saugeen Shores to bill me directly for all water/wastewater charges related to the subject property.
3. This Authorization allows me, as the Tenant Billing Designate, as of the approval date of this Authorization, to:
 - e. Receive water/wastewater bills and account related notifications;
 - f. Access account information, including account balances and billing information;
 - g. Access consumption data; and
 - h. Make payments towards the water/wastewater account.
4. The property owner, as the account holder, has access to the account, including receiving copies of bills, consumption details and payment history. They may monitor account balances and payment activity at any time.

5. This Authorization remains in effect until revoked in writing or as otherwise terminated in accordance with the terms of this Authorization.
6. The Town's role is limited to the administration and collection of water/wastewater charges. The Town does not interpret or enforce, nor does this Authorization alter, private lease agreements as between me and the property owner.
7. It is my responsibility to coordinate payment of water/wastewater charges with the property owner.
8. Any unpaid arrears greater than 90 days, regardless of whether a Tenant Billing Designate Authorization is in place, will be transferred to the tax roll twice annually, or the Town may invoke other enforcement mechanisms in accordance with By-law 2026-044.
9. Other than the information provided by me, or included on the water/wastewater bills, no other personal information belonging to me will be shared with the property owner.
10. This Authorization is not in effect until the application has been approved by the Town, all required signatures have been received, and the necessary updates have been completed in the billing system. If approved, authorization applies on a go-forward basis only; historical account information will not be released.
11. To indemnify and hold harmless the Corporation of the Town of Saugeen Shores from any claims, disputes, losses, or damages arising from this Authorization.
12. To comply with all applicable Town of Saugeen Shores' by-laws, policies, and procedures.
13. That the Town reserves the right to revoke or deny this Tenant Billing Designate Authorization at any time, at its sole discretion, and that the account may be reverted to the property owner, as the registered owner of the property, for payment of all services and any outstanding balances.