

Dear Landlord (Owner),

This letter is to ensure that landlords are aware of how the policies set forth by the City of Estevan affect them in relation to tenant accounts.

Tenants are required to pay a water meter deposit in order to set up a new account. This deposit fluctuates based on the size of water meter on the property and must be paid to the City of Estevan prior to any arrangements regarding work orders or utility account transfers. This deposit may be applied to the account once the tenant has moved out and a final meter read has been completed. Once the tenant moves out, the account will default back into the owners' name, unless arrangements have been made with another tenant.

Each time the account changes hands, regardless of tenant or owner, there is an account transfer fee of \$38.50 applied to the first bill of the new account.

Once the tenant has arranged for a final read on their account a final bill will be calculated and mailed out. Failure to set up a final read will result in continued billing towards the tenant on the account. The City does not backdate account activity for tenants that have failed to arrange for a final read. Meter reads must be up to date in order to switch accounts over. A forwarding address must be provided in order to receive final billing. Updating of any forwarding address is the responsibility of the tenant and is not the responsibility of the City of Estevan Staff.

The following section of the Cities Act gives the municipality the power to transfer any outstanding tenant accounts onto the property owners' tax account:

Adding amounts to tax roll

333 (1) A council may add the following amounts to the tax roll of a parcel of land:

- (a) Unpaid costs relating to service connections of a public utility that are owing with respect to the parcel;**
- (b) Subject to subsection (1.1), unpaid charges for a utility service provided to the parcel by a public utility that are owing with respect to the parcel, whether the service was supplied to the owner or a tenant of the land or building, if the city has:**
 - (i) Provided prior notice to each of the owner and tenant that the charges for the utility service to the parcel are in arrears;**
 - (ii) Sent a registered letter to each of the owner and tenant respecting the unpaid charges and the consequences of the unpaid charges at least 30 days before the amounts are to be added to the tax roll;**

- (iii) In the case of any deposit provided to the public utility with respect to the parcel**
 - (A) By the owner, applied the owner's deposit to the unpaid charges; or**
 - (B) By the tenant, applied the tenant's deposit to the unpaid charges; and**
- (iv) Discontinued the utility service to the parcel if it is possible and reasonable, in the opinion of the city, to do so;**

As stated, any uncollected bills in relation to a land parcel can be transferred to the property taxes. Ensure that you are checking in with the City of Estevan upon termination of Tenant accounts to ensure billing is up to date. This will allow you as a property owner to withhold deposits and attain proper contact information to follow up on outstanding accounts which could potentially be transferred to your property taxes. The City will provide owner copies of the utility bills for tenant accounts as a courtesy to the property owner. It will be the owner's responsibility to contact the City of Estevan if there are any questions on tenant accounts or to inquire about the final billing status.

Tenants will be required to sign off on an information release form with the City of Estevan in order to release information on their accounts to you (the landlord). If your tenant refuses to sign the information release form, the account will not be transferred into the tenant's name.

In accordance with the information release form, every landlord (owner) will be required to sign off on this letter to acknowledge the understanding of the policies and procedures set forward by the City of Estevan in regards to rental property accounts. If this letter of understanding is not signed off by you (the landlord), then no accounts will be transferred into tenant's names and the utility account will continuously be kept in the owner's name.

Please note, the City of Estevan will put all efforts into collection of tenant accounts and go through our procedures in order to work with Landlord

Thanks

Stacee Naka
Utilities Clerk
City of Estevan
306-634-1830

Date: _____ Owner Signature: _____