



Title:	Utility Account Information Collection Policy
Approved by:	Council
Date:	August 8, 2016
Policy Number:	TOB 403 – Administrative Policy

Purpose:

To regulate the establishment of a new account, cancellation and/or change of a property owner of a utility account within the Town of Bassano.

Procedure:

New Utility Accounts:

1. All inquiries have to be made in writing by the property owner or his/her agent using the required form.

Change of Utility Accounts:

1. All inquiries have to be made in writing by the property owner or his/her agent using the required form.

Forms:

1. Required form is attached.

End of Policy

To be reviewed:	Every two years	Next review	August 2018
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