



MAILING ADDRESS CHANGE

Property Tax & Utilities Bill

CHANGE OF ADDRESS – PROPERTY TAX

Pursuant to the *Community Charter*, property tax notices must be sent to the mailing address registered with BC Assessment Assoc. (BCAA). If you are the registered owner and would like to change your mailing address you may either contact BCAA directly or you can complete the form below and the City will make the update and notify BCAA on your behalf.

Please note, the City is not permitted to change name(s) on title. Please contact Land Titles & Survey Authority of BC.

CHANGE OF ADDRESS – UTILITIES BILL

Utilities bills are sent to the mailing address registered with BCAA unless otherwise requested by the registered owner of the property. Changes to the utilities billing address will not be updated with BCAA. Please note, all unpaid utilities bills are transferred to the property's taxes at year end, regardless of where the bill is mailed.

REGISTERED OWNER(S) INFORMATION

Name(s):	Company:	
Email:	Phone:	
Property Address:		
Current Mailing Address:	City:	Postal Code:
Property Tax Account Number (for property tax changes):		
Utilities Account Number (for utilities changes):		

NEW MAILING ADDRESS

Address:		
City:	Province:	Postal Code:
Email Address:	Effective Date of Change:	

UTILITIES E-BILL SIGN UP

Yes, I would like to receive my utilities bills electronically at the email address listed above. With this option I understand that I will no longer receive a paper copy of my bill in the mail.

SIGNATURE

Registered Owner's Signature	Date
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OFFICE USE ONLY

Original to Utilities Clerk	Received:
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Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.