



UTILITIES SERVICE ALTERNATE INVOICE ALLOCATION REQUEST

In accordance with the City of Duncan Waterworks Regulation Bylaw, as amended from time to time, property owners may request alternate invoice allocation in the case of a duplex that contains two separate legal parcels serviced by a single meter or a bare land strata with four or less legal parcels on a single meter which otherwise would not collect strata fees.

SECTION 1

DUPLEX (2 UNITS)

1) Is the property a duplex (2 units) with two separate legal parcels on a shared meter? Yes No

Pursuant to the Waterworks Regulation Bylaw, a duplex with two separate legal parcels, will automatically be invoiced for 50% of the total bill to each owner.

2) Do both parties wish to alter this allocation? Yes No

If no, you do not require an Alternate Invoice Allocation and therefore there is no need to fill out this form.

If yes, please indicate the requested Alternate Invoice Allocation:

Owner 1 %

Owner 2 %

The allocation must equal 100% **100** %

Please complete **SECTION 3**

SECTION 2

BARE LAND STRATA (3 OR 4 UNITS)

1) Is the property a Bare Land Strata with 4 or less units on a shared meter? Yes No

If yes, do you currently collect strata fees? Yes No

Pursuant to the Waterworks Regulation Bylaw, if you currently collect strata fees, you are not eligible for an alternate invoice and the invoice will be sent to your strata corporation; therefore, you do not need to fill out this form.

If no, you do NOT collect strata fees, you will receive your bill allocated equally among the strata owners UNLESS all owners wish to alter the allocation.

2) Do all owners wish to alter this allocation? Yes No

If no, you do not need to apply for an Alternate Invoice Allocation and do not need to fill out this form.

If yes, please indicate the requested Alternate Invoice Allocation:

Owner 1 %

Owner 2 %

Owner 3 %

Owner 4 %

The allocation must equal 100% **100** %

Please complete **SECTION 3**

SECTION 3

Please note that all property owners must sign this form agreeing to the invoice allocation as requested above. If all owners agree, the City of Duncan will invoice each property owner directly based on the above noted allocation.

By signing below, you declare that you are the registered owner (not a renter) of the property and consent to the billing allocation as described in SECTION 1 or 2.

CONTACT INFORMATION – Owner 1

Name: _____ Are you the registered owner? Yes No

Property Address: _____ Phone No.: _____

Mailing Address: _____

Signature _____ Date _____

CONTACT INFORMATION – Owner 2

Name: _____ Are you the registered owner? Yes No

Property Address: _____ Phone No.: _____

Mailing Address: _____

Signature _____ Date _____

CONTACT INFORMATION – Owner 3

Name: _____ Are you the registered owner? Yes No

Property Address: _____ Phone No.: _____

Mailing Address: _____

Signature _____ Date _____

CONTACT INFORMATION – Owner 4

Name: _____ Are you the registered owner? Yes No

Property Address: _____ Phone No.: _____

Mailing Address: _____

Signature _____ Date _____

OFFICE USE ONLY

Vadim Updated

Date Received:

Administration Fee Paid

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.
