



# Strata/Property Management Company Mailing Request

Alternate Mailing Process	
<ul style="list-style-type: none"> <li>Please note, the City does not mail to tenants directly, only Strata or Property Management companies may be assigned to receive utility bills.</li> </ul> <p><b>Responsibility of owner or strata owners:</b></p> <ul style="list-style-type: none"> <li>The City will mail to the assignee below, but the owner(s) acknowledge that if utility bills are unpaid, a 5% penalty will be applied, and any amounts outstanding as of December 31<sup>st</sup> will be transferred to property taxes in arrears and incur daily interest charges.</li> <li>For strata properties, the city will transfer unpaid balances pro-rated to each individual strata unit as follows: amount outstanding / number of units.</li> </ul> <p><b>How to apply:</b></p> <ul style="list-style-type: none"> <li>Complete and sign this form and submit to: City of White Rock, Financial Services Department 15322 Buena Vista Ave White Rock, BC V4B 1Y6 <b>OR FAX</b> to: 604-541-2118 <b>OR SCAN</b> and email to: <a href="mailto:finance@whiterockcity.ca">finance@whiterockcity.ca</a></li> </ul>	

Owner Information	
Registered Owner(s)	Utility Account Number
Property Address	
Phone (home)	Phone (Business or Cellular)
<p>I acknowledge that if the utility bills are unpaid, a 5% penalty will be applied, and any amounts outstanding as of December 31<sup>st</sup> will be transferred to property taxes in arrears and incur daily interest charges.</p> <p>_____</p>	
Date (YYYY/MM/DD)	Signature

Assignee (Strata or Property Management Company)		
Company		
Mailing Address		
Contact Name		
Phone	Fax	Email

For Internal Use Only		
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