

**THE RURAL MUNICIPALITY
OF WEST ST. PAUL**

Water/Wastewater Tenant Agreement form



To be completed by the property owner on title and submitted into RM of West St. Paul within 5 business days of a move in or out.

Municipal Rental Address:	
Utility Account #	

Property Owner Information

Property Owner(s):			
Mailing Address:		City:	
Postal Code:		Province:	
Phone Number (s):			
Email Address 1:			
Email Address 2:			
Owner Signature(s):		Date:	
Additional info (if req'd)			

- ☐ I (Property Owner), wish to receive a copy of the utility billings sent to tenants every 3 months to ensure continual payment of balance. (Note: Interest charged at 1.25% at the start of each month on overdue balances. Quarterly billings will show a 'balance forward' if previous billing was not paid. However, RM does not send out official notice to owners/tenants advising of outstanding balances until the end of the year before transferred to owner's tax roll. It is the Property Owners responsibility to ensure utility account is paid continually)
- ☐ I (Property Owner), have read and understand the acknowledgements stated on page 2.

Tenant Information (Please list all Tenants)

Tenant Name(s):			
Mailing/Billing Address:		City:	
Postal Code:		Province:	
Ph. Number (s):			
Email Address 1:			
Email Address 2:			
Tenant Signature(s):		Date:	
Additional info (if req'd)			

- ☐ I (Tenant), have read and understand the acknowledgements stated on page 2.

Changeover Billing Information (Complete Applicable Section)

Tenant In

Move in date:	
Meter Reading (9 digits):	

Tenant Out

Move out date:	
Meter Reading (9 digits):	
Forwarding Mailing Address (for final Billing)	
Forwarding Email Address (if Final Bill to be sent via email)	

Water/Wastewater Tenant Agreement Form

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Acknowledgements:

1. We (*Property Owner & Tenant*), request that the RM of West St. Paul bill the tenant(s) listed above directly every 3 months for all utility (water/wastewater) charges.
2. We (*Property Owner & Tenant*), understand that tenant is responsible for paying the utility invoices while residing at the property, including any interest charges resulting from late payments.
3. Should there be an outstanding utility balance at the end of the year, the overdue balance will be transferred to the owner's tax roll. Notice is provided to both owner and tenant and transferred if unpaid by end of year deadline. Balance will remain on tax roll accruing interest until paid by tenant or property owner.
4. I (*Property Owner*), understand that each time there is a move out or move in for this address that the **RM needs to be notified within 5 business days of changeover** via Water/Wastewater Tenant Agreement form. Incorrect billings which result from a failure to advise the RM of the changeover will not be reversed or altered. It is between tenant and owner to rectify any billing issues which may occur.

Owners Initials		Tenants Initials	
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General Utility Information

Billing Schedule:

1st Quarter - Billing Period: January 1 – March 31 Due: April 30, 2025 by 4:30pm	2nd Quarter - Billing Period: April 1 – June 30 Due: July 31, 2025 by 4:30pm
3rd Quarter - Billing Period: July 1 – September 30 Due: October 31, 2025 by 4:30pm	4th Quarter - Billing Period: October 1 – December 31 Due: January 30, 2026 by 4:30pm

Utility Payment Options & Reminders

- Cash, cheque or debit at 3550 Main Street, open 9:00am – 4:30pm, Monday – Friday.
- Online payments can be made by adding RM as a payee via the RM utility payee name.
- **Please allow at least 5 business days for your online payment** to be processed by your bank and provided to RM. Payments which are received after the due date will incur a penalty charge of 1.25% per month until the balance is cleared in full.
- RM has Pre-Authorized Utility Payment Plan (P.U.P.P.S) available, visit website for details.
- RM takes meter readings every 3 months from outside of the home using a handheld device for quarterly billings. Readings are actual readings measured in cubic meters.
- The RM only needs a reading called in if you are moving out or into a property.
- If you wish to read your water meter, you may do so by opening the cap and the 9 digit number should pop up on the screen, if you open cap and it does not come up automatically after a few seconds you will need to shine a flashlight on the meter to get the reading to come up.
- The RM recommends reading your water meter regularly to monitor for any spikes so you can check/find any possible leaks or issues early. One way to check for leaks is to take reading, wait 15 – 20 min without using water, then check reading again to see if number has increased since first reading.
- For more information regarding utilities including setting RM up as a payee, Pre-Authorized Utility Payment Program (PUPPS) details, automatic quarterly email billing registration form, meter information, fee/charges breakdown, FAQ's, and more please visit the RM website utility pages at: <https://weststpaul.com/p/utilities-> & <https://weststpaul.com/p/utility-rates>
- Utility fees and charges in West St. Paul are regulated/set by the Public Utilities Board.
- Water Meters are the property of the RM of West St. Paul, and may not be removed, bypassed, moved or tampered with in any way. Non Compliance will be subject to fines.
- Please keep water curbstops (*where applicable*) accessible.

Completed Rental Forms may be submitted to utbilling@weststpaul.com or delivered to RM office at 3550 Main Street. Please keep copy for your records. Blank forms available on website (weststpaul.com / Government / Utilities) or at RM office.