

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
U-07			Utility Account Name Change
Approval	D/M/Y	Resolution #	
From: PU-18		To:U-07	
Amended	11/28/16	16.349	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for transferring names on a utility account when an ownership change occurs with that property.

1. Policy

- 1.1** Utility accounts will not be changed into the new owners name until the Town Office receives documentation from the Land Titles Office stating new property owners. The Town Office will also accept the new owner's copy of the Transfer of Land.
- 1.2** Water meters will be read on the possession date and backdated once documentation is received from the Land Titles Office or the new owner of the property.
- 1.3** The registered owner will be responsible for the utility account until proper documentation is received stating the change of ownership.
- 1.4** In the case of a foreclosure a Mortgage Company may request that a utility account be placed in the name of a Property Management Company.

- END OF POLICY-