

**COMMERCIAL RENTAL APPLICATION  
FOR UTILITY ACCOUNT**

**Account Information (OFFICE USE)**

Account: \_\_\_\_\_

Roll: \_\_\_\_\_

Application Date: \_\_\_\_\_  
MM DD YYYY

Customer ID#: \_\_\_\_\_

**Service Information:**

Move in Date : \_\_\_\_\_

Service Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

How many bays are you leasing: \_\_\_\_\_

**Mailing Address:**

(If different from service address)

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Customer Information:**

Registered Business Name: \_\_\_\_\_

Operating Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Renter's Checklist - When renting a property in the City of Spruce Grove, we require the following to set up your utility account:**

- Copy of lease or rental agreement
- Complete Applications
- Consent to Release Form – Signed by tenant and landlord
- \$200.00 deposit per meter (deposits will be refunded or applied to any outstanding charges when you close the account).
- Certificate of Incorporation/Share Holders or Directors

**For further information please see our website @ [www.sprucegrove.org](http://www.sprucegrove.org) or contact us at 780-962-7597 or email at [utinfo@sprucegrove.org](mailto:utinfo@sprucegrove.org)**

I hereby make application to the City of Spruce Grove for a utility account to receive water, wastewater and solid waste services. I understand that any deposits that may be required will be applied to the final billing. I understand that failure to keep payments current may result in disconnection of services and/or ineligibility to obtain utility services.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the provision of utility services and the collection of utility charges. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611