



Making a difference...together

Capital Regional District
479 Island Highway, Victoria, BC V9B 1H7

T: 250.474.9600

Utility Account Adjustment

waterbilling@crd.bc.ca

Name of Law Firm/Notary: _____

Law Firm/Notary Contact Name: _____ Tel: _____

Email: _____ Fax: _____

CIVIC ADDRESS: _____ **Postal Code:** _____

PROPERTY TRANSFER DATE: _____ **Roll No.:** _____
(Format: dd mmm yyyy)

Acting on behalf of: Purchaser Vendor

**If additional space is needed, please use the comments section below.*

Purchaser(s) – All Names on Land Title	Vendor(s)
*Name(s): _____ <small>First Name, Middle Name, Last Name</small>	Name(s): _____
_____	_____
Address: _____ (Mailing) <small>First Name, Middle Name, Last Name</small>	Address: _____ (Mailing)
_____	_____
Phone(s): _____ <small>*Required</small>	Phone(s): _____
_____	_____
Email: _____	Email: _____

Comments: _____

To be filled out by CRD Integrated Water Services

Account Balance: _____ to _____
(Format: dd mmm yyyy)

Adjustment Amount: _____

Adjustment Period from: _____ to _____
(Format: dd mmm yyyy)

Estimated adjustments are based on the usage at the property for the comparable period and pro-rated to the property transfer date. Should either party disagree with the estimated amount provided, an actual read of the meter can be provided for a \$ 50.00 fee.

Regular Final: _____

Note: a regular final bill means the property transfer date falls within 5 days of the billing date. The final bill will be issued to the vendor for payment and will require a holdback to ensure the balance is paid.

No sufficient history exists on the account therefore unable to provide an estimated adjustment amount.
Special reading of the meter on the property transfer date is recommended for a \$50.00 fee.

All overdue accounts as at December 31st will be added the real property taxes and collected as taxes in arrears except for properties exempt from assessment for taxation.

Additional Comments: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected and will only be used for the purpose of reporting and processing this utility account adjustment form. Enquiries about the collection or use of information on this form can be directed to the Freedom of Information and Protection of Privacy contact: Senior Coordinator, FOIPPA at 250-360-3015.