



## Utility services account cancellation

**Finance**  
101-1101 5 St., Nisku, AB T9E 2X3  
p: 780-955-3555 f: 780-955-3444  
finance-utilities@leduc-county.com

Date \_\_\_\_\_

### Account information

Account number		Meter size	
Service address		Province	
Town/city		Postal code	

### Property owner information

Owner name		Phone	
Owner address		Fax	
Town/city		Province	
Email			

### Check all that apply

Please indicate why an application is being made to cancel the utility services account.

<input type="checkbox"/> Selling property	<p>The Finance department will request a final read from the Utilities department and the account will be closed. Possession date for the new owner(s) is _____.</p>
<input type="checkbox"/> Not in use  <input type="checkbox"/> Change of plumbing	<ol style="list-style-type: none"> <li>1. Each water service that is connected to a building must have a minimum of one active utility account.</li> <li>2. For buildings with one corporation stop and multiple units/bays, each owner must have a minimum of one active utility account.</li> <li>3. The owner is responsible for all plumbing changes to remove the meter and cap the service line (<i>the meter is the property of Leduc County and must be returned</i>).</li> <li>4. Owners and contractors are not permitted to operate corporation stops. Leduc County must be contacted at least 48 hours in advance if operation is needed.</li> <li>5. Upon plumbing changes being completed, Leduc County will inspect the changes. Once approved, billing will be adjusted for the current month.</li> </ol>
<input type="checkbox"/> Service line disconnect	<ol style="list-style-type: none"> <li>1. If the building is being removed and there are plans to rebuild in the future, the service line can be disconnected at the corporation stop.</li> <li>2. If the utility service line will never be used, the line shall be removed at the mainline.</li> <li>3. Owners and contractors are not permitted to operate corporation stops. Leduc County must be contacted at least 48 hours in advance if operation is needed.</li> <li>4. Upon plumbing changes being completed, Leduc County will inspect the changes. Once approved, billing will be adjusted for the current month.</li> </ol>

**Note**

- If utility services are required in the future, the property owner is responsible for contacting Leduc County to have a meter installed. All expenses will be the responsibility of the property owner.
- This agreement or benefit thereof cannot be assigned.
- All services are subject to the current Fees and Charges Bylaw.

\_\_\_\_\_  
*Property owner signature*

**Office-use**

Date inspection requested		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Date inspection passed		Inspected by	

\_\_\_\_\_  
*Inspector signature*

*Personal information provided is collected by Leduc County under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and we will protect it in accordance with Part 2 of that Act. We will use it to manage your account with us, and contact you if necessary. Should you require further information about collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-770-9251 or foip@leduc-county.com.*