



**OWNER/LANDLORD/PROPERTY
MANAGER DIRECTION**

526 Country Squire Rd
Waterloo ON, N2J 4G8
Tel: 519-885-6840
Fax: 519-746-0133
E-mail: customersupport@wnhydro.com
www.wnhydro.com

Please accept this as your full and sufficient direction in regard to all properties that I / We own or manage. This direction will apply until further written notice is received by Waterloo North Hydro Inc. Following is a list of all properties which are under my / our direction and responsibility.

(If this space is not sufficient, please attach additional pages as required)

Property Address (all unit #s must be included)	Unit Number	Property Address (all unit #s must be included)	Unit Number

Upon reading the meters for the purpose of a final billing on the authorization of a departing tenant, I / We wish Waterloo North Hydro Inc., to take the following action regarding the power supply to the properties listed: (Please check 1 box)

- Disconnect the power to the property. I am aware that reconnection will generate a charge to the new tenant or myself. I am also aware this may leave the property without electricity.
- Put the account into my / our name and bill me until a new tenant calls and takes responsibility for the account.

If you would like to have your pre-authorized payment automatically set up with the transfer to your name, please check the following and provide Waterloo North Hydro with the Pre-Authorized Payment Form and a VOID cheque:

- I / We want my existing Pre-Authorized Payment arrangements to apply to all accounts.

NOTE: In the event that a Owner/Landlord/Property Manager Direction form is not received by Waterloo North Hydro Inc., the power to the property may be disconnected without further notice.

Company/Account Holder Name: _____

Owner(s) Name: _____

Contact/Authorized by: _____ (print name of authorized party) Signature _____

Mailing Address with Postal Code _____

Telephone #: _____ Cell Phone # _____ Fax # _____

E-mail address _____

Notes: _____ Date: _____

NOTE: It is your responsibility to notify us if you sell any properties listed. ***Please initial***