



**TOWN HALL**  
56 Queen Street  
Port Hope, ON L1A 3Z9

t: 905.885.4544  
f: 905.885.1807

waterbilling@porthope.ca  
www.porthope.ca

## Water and Sanitary Sewer Billing

### Water Service Request and Cancellation Form

#### Creating A New Account: (\$25 Administrative fee will apply on first bill)

Service Address (where water meter is located) \*

Connection/Possession Date (MM/DD/YR) \*

Names on Account (1) \*

(2)

Mailing Address (Number & Street) \*

Unit or Apt Number \*

City/Town & Province \*

Postal Code \*

Email Address

Phone Number \*

Please provide any Previous Municipality of Port Hope Address you had a water account for: \*

#### Closing Current Account:

*Fields Marked With \* Are Required*

Account Number (found at the top of water bill)\*

Name On Account\*

Service Address (where water meter is located)\*

Date Effective (month/day/year)\*

Forwarding Address For Final Bill\*

Email Address\*

Phone Number \*

***If on a Pre-Authorized Payment Plan you will be required to pay the final bill manually.***

Signature (1) \*

Date \*

Signature (2)

Date

**\*\*Please Note—If you are moving within the Municipality of Port Hope your account number will change. If you pay your water bill online, please update your account number once you receive your first bill.\*\***

**Please complete the form and return to the Municipality of Port Hope, Finance Department**

Fax: 905-885-1807

Mail: Municipality of Port Hope

In Person: 56 Queen St

Phone: 905-885-4544

56 Queen St

Port Hope, ON L1A 3ZA

Email: waterbilling@porthope.ca

Port Hope, ON L1A 3ZA

www.porthope.ca

Office Use Only

New Account Number: \_\_\_\_\_

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