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NOTICE TO ALL CITY OF HUMBOLDT LANDLORDS:
RE: OUTSTANDING UTILITY ACCOUNTS FOR RENTERS

New legislation effective January 1, 2014 under *The Cities Act*, Section 333 (1)(b) now provides the authority to add outstanding utility accounts of an owner or renter to the property taxes. In addition, Section 333(3)(a) and (b) states that if an amount is added to the tax roll.... The amount is deemed for all purposes to be a tax imposed pursuant to this Act from the date it was added to the tax roll, and forms a lien against the parcel of land in favor of the municipality from the date it was added to the tax roll. Please be advised that we will begin adding outstanding utility accounts for rented/leased properties to the tax roll of the registered property owner for any arrears commencing in May 2015.

Procedures the City of Humboldt will follow to add outstanding utility accounts to property taxes are:

- 1. A copy of the utility bill in arrears or reminder notice will be forwarded to both the owner and tenant advising that the account is in arrears.**
- 2. If the account remains in arrears, we then forward a registered letter that will be sent to both the owner and tenant advising that the outstanding amount will be added to the property taxes within 30 days if left unpaid.**
- 3. Once the outstanding amount has been transferred to the property taxes, it is due and payable by the property owner.**

Please ensure all your tenants are aware that the City will send a duplicate copy of the utility bills in arrears to the owner. We would prefer to send these copies by email whenever possible, so please fill out the enclosed application form for each rental property and return to City Hall.

As the property owner, you have the option to have the account for your rental property in your name and subsequently, charge your tenant through your rental rates. Please advise the Utility Department if you wish this option at time of hook up. In this case a meter deposit would not be required.

Please call if you have any questions, or if you require additional copies of the form.

**City of Humboldt
Utility Department
Phone: 306-682-2525 ext 300
Email: payroll@humboldt.ca**