

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<i>Section</i>	Works and Operations	<i>Classification</i>	Policy
<i>Subject</i>	Water and Sewer Billings	<i>Pages</i>	1
<i>Authority</i>	Council	<i>Effective Date</i>	January 8, 2002
<i>Approved (date and resolution number)</i>	January 8, 2002 – Res. #22	<i>Index Number</i>	W/O-002

**ISSUE**

With the large number of rental properties in the Town of Morden comes an administrative nightmare when trying to bill to tenants. Tenants come and go and fail to notify the Town office. The property owners say the tenants are responsible to pay.

**OBJECTIVE**

The objective is to establish a policy that simplifies billing procedures and avoids the duplicate billing to both tenants and property owners. It will also provide a more accurate record in the Town of Morden Utility Billing System.

**POLICY**

The following be the policy in preparing Utility bills to rental properties:

1. That all Utility Bills incurred on rental properties in the Town of Morden be billed directly to the Property Owner. It is the responsibility of the Property Owner to ensure the Utility Bill is paid.