



## Water Billing

Town of Erin Water meters are read quarterly, March, June, September and December. If you do not have a Radio Frequency Water Meter, ***PLEASE MAKE SURE THAT YOUR WATER METER TOUCHPAD IS ACCESSIBLE for accurate readings/billing.*** Water bills are mailed at the end of each quarter and are due the last Wednesday of the following month (unless otherwise stated on the water bill). The rate, due date and other pertinent information is included on the water bill.

Cheques should be made payable to the Town of Erin. Payments can be mailed to The Town of Erin, 5684 Trafalgar Rd, Hillsburgh, ON N0B 1Z0.

A Pre-Authorized Payment plan is also available. The pre-authorization payments will consist of;

a) **Monthly.** Ten (10) equal monthly payments will be adjusted annually to the amounts required by the annual water bill. The monthly payments will be due on the 16<sup>th</sup> of each month from January to October or the next business day if the 16<sup>th</sup> falls on a weekend or a statutory holiday. The adjustment will be made on the 16<sup>th</sup> of November or the next business day if the 16<sup>th</sup> falls on a weekend or a statutory holiday.

or

b) **Per Bill.** Quarterly pre-authorized payments of actual per bill amounts will be due on the quarterly due date of the actual water bill issued.

Other payment options are:

Drop box at the Town of Erin Municipal office for after hours, (cheques only),

Telephone/internet banking, ABM's,

At the counter of most financial institutes (please ensure that you have the micro-encoded water bill for these payments),

In person at the Town of Erin Municipal office. Payments can be made using cash, cheques or debit. A debit machine is available for all payments made at the Municipal Office.

**Water bill payments may not be combined with tax payments. Please write a separate cheque for the water bill.**

### **IF YOU SELL YOUR HOME:**

If you are moving, you will be required to request a final water meter reading which will be completed on the date of closing. Final water meter readings can be scheduled by contacting the **Town of Erin Water Department @ 519-855-4407 extension 223**. All final bills are due within **10 days** of the date of closing.

### **IF YOU ARE A NEW HOMEOWNER:**

If you are a new homeowner, you will be required to set-up your new account **1 week** before closing by contacting the **Town of Erin Water Department @ 519-855-4407 extension 223** or by submitting a **Change of Occupancy Request Form** by email to [sara.mcdougall@erin.ca](mailto:sara.mcdougall@erin.ca) or fax 519-855-4821. **It is necessary to also have a water meter inspection and initial water meter reading during the 1<sup>st</sup> week** of occupancy. Appointments can be arranged by contacting the **Town of Erin Water Department @ 519-855-4407 extension 223**. The New Account Set-up Fee of \$84.00 includes administration fees and the water meter inspection. This fee will be included on the first water bill. Water Certificates can be issued prior to the date of closing and can be requested by email to [sara.mcdougall@erin.ca](mailto:sara.mcdougall@erin.ca) or fax 519-855-4821.

**With respect to Landlord and Tenant situations, the Landlord/Property Owner shall be the water account holder and be responsible for the payment of the same as a debt to the municipality.**

### Calculating your Water Bill

Your water bill is calculated by adding your monthly based charge to your usage charge.

**For example**, the average single residential unit with a consumption of 54 m<sup>3</sup> over three months:

Base Charge	\$15.39 x 3	\$46.17
Usage Charge	54 m <sup>3</sup> x \$3.99	<u>\$215.46</u>
<b>Total Bill</b>		<b><u>\$261.63</u></b>