

## COMMERCIAL ACCOUNT APPLICATION FORM

Instructions: If your business is incorporated, please fill out Sections A, C, and D only.  
 If your business is not incorporated, please fill out Sections A, B and D only.

### SECTION A – GENERAL INFORMATION (Please Print)

| SERVICE LOCATION INFORMATION   |  |       |     |  |  |  |                |                   |
|--|--|-------|-----|--|--|--|----------------|-------------------|
| Service Address (Unit and Street Address only)   |  |       |     |  |  | Date of Responsibility<br>mm / dd / yyyy |                |                   |
| Please identify the owner of this building (if business owns it, just check 1 <sup>st</sup> box):<br><input type="checkbox"/> Premises Owned <input type="checkbox"/> Premises Rented → Landlord Name & Address: |  |       |     |  |  |  |                |                   |
| BUSINESS INFORMATION   |  |       |     |  |  |  |                |                   |
| Proprietor's Legal Name (If Corporation, please provide the Legal Corporate Name)  |  |       |     | Operating As or Trade Name   |  |  |                |                   |
| Type of Business (Activity)  |  | Phone |     | Organization Type (check one):<br><input type="checkbox"/> Proprietorship (Sole Owner) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation |  |  |                |                   |
| Proper Billing Address   |  | Unit  | No. | Street   |  | City                                     | Province/State | Postal Code / ZIP |
| NAMES OF INDIVIDUALS AUTHORIZED TO DISCUSS ACCOUNT DETAILS (in addition to all names noted in Sections B, C & D)   |  |       |     |  |  |  |                |                   |
| Name   |  | Phone |     | Name   |  | Phone                                    |                |                   |
| Name   |  | Phone |     | Name   |  | Phone                                    |                |                   |
| Name   |  | Phone |     | Name   |  | Phone                                    |                |                   |

### SECTION B – PROPRIETORSHIP/PARTNERSHIP INFORMATION (Please Print)

|                                 |  |       |  |              |  |       |  |
|---------------------------------|--|-------|--|--------------|--|-------|--|
| Proprietor Name OR Partner Name |  | Phone |  | Partner Name |  | Phone |  |
| Partner Name                    |  | Phone |  | Partner Name |  | Phone |  |

### SECTION C – CORPORATION INFORMATION (Please Print)

Please provide the name, address, title and contact phone number of the Officer of the Corporation responsible for this account.

|                |  |      |     |                                       |  |      |                |                   |
|----------------|--|------|-----|---------------------------------------|--|------|----------------|-------------------|
| Name and Title |  |      |     | Contact Phone #s<br>  ( )   ( )   ( ) |  |      |                |                   |
| Address        |  | Unit | No. | Street                                |  | City | Province/State | Postal Code / ZIP |

### SECTION D – SIGNATORY

**The UNDERSIGNED applicant, hereinafter called the Customer, hereby agrees to the General Terms and Conditions of Service outlined on the reverse, as well as applicable promulgated conditions of service.**

|            |  |  |                    |  |  |       |  |  |                        |  |  |
|------------|--|--|--------------------|--|--|-------|--|--|------------------------|--|--|
| Print Name |  |  | Customer Signature |  |  | Title |  |  | Date<br>mm / dd / yyyy |  |  |
|------------|--|--|--------------------|--|--|-------|--|--|------------------------|--|--|

### FOR OFFICE USE ONLY

Account Number: \_\_\_\_\_ Services:     Electricity     Gas     Water     Sewer     Broadband Network

Deposit Amount: \_\_\_\_\_  
mm      d      yyyy

Form Submitted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Processed:  Same or: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Utilities Kingston Agent: \_\_\_\_\_

## **General Terms and Conditions of Service**

1. The Customer is the person or corporation contracting for the service at the service location and is responsible for payment of the account(s).
2. In multiple unit buildings, the Customer (and Owner) is responsible for ensuring that their meter records their own consumption.
3. Subject to meter size/configuration and for the purposes of rate applicability, residential rates will only be used for single dwellings, or bulk-metered multiple dwellings with 3 units or less. Residential rates will not normally be applicable for instances where there is a combination of dwelling and non-dwelling units.
4. Any account which is not paid in full by the DUE DATE will be considered to be PAST DUE and subject to the appropriate collection action, which may include interruption of utility service.
5. A security deposit may be required to be paid prior to service being received by the customer.
6. The Customer agrees to provide a convenient, safe and sanitary space for the Utility's meters and equipment and acknowledges that Utility personnel shall have, at all reasonable hours, ready and easy access to the service location for the purpose of reading, inspecting, repairing or removing its meters or equipment.
7. If there is damage to the service location rendering continued service unsafe, the supply of utilities shall thereupon be suspended until such time as it is safe to provide utilities to the service location.
8. The Customer shall pay the Utility all costs of repairing or replacing any Utility equipment in the service location that is destroyed or damaged by fire, vandalism, or any cause whatsoever, other than ordinary wear and tear.
9. The Customer hereby acknowledges that the Utility, at its option, may remove from the service location any or all of the Utility equipment at its expense and/or discontinue the supply of utilities whenever any accounts for the service or any other monies owed to the Utility are in arrears, or upon violation by the Customer of any of the terms and conditions of service. The resumption of any said discontinued service shall be subject to a reconnection charge.
10. The Utility agrees to use reasonable diligence in providing a regular and uninterrupted supply of utilities, but does not guarantee a constant supply, and will not be liable in damages to the Customer for failure to supply utilities to the service location.
11. The Customer is responsible for all equipment and associated maintenance from the point of demarcation for each service, and the Utility reserves the right to terminate or refuse provision of utility service, if the use of said equipment would have an adverse effect on the Utility system or create an unsafe situation.
12. If devices are installed or used by the Customer in such manner so as not to register on Utility meters, or if the Customer has tampered with Utility meters, the Utility may charge the Customer for such consumption based on maximum capacity of such devices or other methods of estimating unrecorded consumption back to the date of the initiation of the unrecorded consumption.
13. If a meter ceases to register, or has registered or is read incorrectly, this does not absolve the Customer from responsibility to pay for usage of that utility. Where billing errors have resulted in under-billing, the individual residential customer who was not responsible for the error will normally be charged with the amount erroneously not billed for a period not exceeding two years. For all other situations and customers, and for all over-billing, that period will not exceed six years.
14. The Customer expressly undertakes and agrees to save the Utility harmless from any and all claims for the loss or damage in any way arising out of the Customer's wiring installation of appliances or other work in the service location, and to release the Utility from all claims, demands, costs and charges in any way relating to the Customers' said work.