

MOVING OUT NOTIFICATION FORM



Provided by **Alectra Energy Services Inc.**

A resident planning to leave their unit should use this form to notify PowerStream Energy Services at least two weeks before moving out.

We will send your final bill to an address of your choice. It will include applicable utilities consumed before your move-out date.

Circle to indicate whether you are the: <input type="radio"/> Owner or <input type="radio"/> Tenant			
Resident's Name: <i>(account holder)</i>		Account Number:	
Current Address: <i>(service location)</i>	Unit #	at:	
Forwarding Address: <i>(for final bill)</i>			P.O. Box
Contact Information	Home (old):		Work:
	Home (new):		Cell:
	Email:		
Move-Out Date:			(YYYY-MM-DD)

PRIVACY: In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), the Resident named above acknowledges that providing personal information to PowerStream Energy Services Inc. is considered consent to the collection, use and disclosure for billing, collection, auditing, and other necessary purposes. The information will only be shared with related PowerStream Energy Services Inc. companies and third-party service providers, and is processed and stored with appropriate confidentiality levels as per PowerStream Energy Services Inc.'s Privacy Policy. Our billing practices comply with applicable Ontario Energy Board Codes and Rules, associated policies, standards and procedures.

AUTHORIZATION: I understand that my security deposit, if applicable, will be applied to my account on final billing. Should the final billing amount be less than the amount of the security deposit, PowerStream Energy Services will mail a cheque for the balance to the forwarding address provided above.
I confirm that the information I have provided above is true and complete.

		Send completed forms to:
Resident's Signature	Date (YYYY-MM-DD)	Email: customercare@powerstreamenergy.com or
		Fax : 1-905-952-5290 or
		Mail : P.O. Box 95600 RPO Newmarket CTR, Newmarket, ON L3Y 8J8