



## DECLARATION OF OCCUPANCY WATER RATES MULTI-RESIDENTIAL PROPERTIES

Prior to completing the Declaration of Occupancy, please read the following:

- The Corporation of the Town of Marathon By-Law No. 1754 establishes water rates and provides for the billing and collection of these charges.
- The by-law states multi-residential properties are classified as Group Eleven which defines each apartment unit as separate (self contained dwelling) and is invoiced as such for water supplied by the municipality.
- Water rates are based on a fixed cost versus a metered quantity of water.
- The Corporation recognizes that:
  - a) not all apartment units may be occupied;
  - b) it is impractical for Town employees to enter apartment units to shut off and/or turn on water on an ongoing basis, and
  - c) it is not feasible for the Town to monitor "on site" apartment vacancies on a continuing basis.

In order to address the aforementioned, the declaration (on reverse side) must be completed and submitted to the Corporation by the registered owner or an authorized person no later than the last day of the month following a calendar quarter (i.e. by the end of January, April, July and October).

This declaration will assist in the preparation of quarterly water rate invoices for multi-residential apartments based on occupancy numbers declared.

**NOTE: MULTI-RESIDENTIAL APARTMENT BUILDINGS WILL BE CHARGED A MINIMUM OF 50% OF THE TOTAL NUMBER OF APARTMENT/UNITS IN A GIVEN BUILDING.**

- This procedure is being put in place in order to facilitate accurate invoicing of water rates thereby protecting the interests of both property owners and the Corporation of The Town of Marathon.
- This practice may be revoked by the Town of Marathon at any time on a community wide basis or on a specific Group Eleven property (multi-residential apartment building).
- Failure to submit a declaration of occupancy will result in Water Rates being charged for the total number of apartments/units in a specified multi-residential property (occupied and vacant).

**NOTE: TOWN/CORPORATION/MUNICIPALITY means The Corporation of the Town of Marathon.**

## **DECLARATION OF OCCUPANCY**

I \_\_\_\_\_ do solemnly declare that the multi-residential  
*Print Name*

building located at \_\_\_\_\_ in the Town of Marathon  
*Address*

has a total of \_\_\_\_\_ apartments/units of which \_\_\_\_\_  
*Number* *Number of Units*

apartments/units were being rented, leased and/or occupied on

\_\_\_\_\_  
*Month/Day/Year*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

The water fees will be based on the information provided for the upcoming calendar quarter and will be the product of each occupied unit being assessed as a self contained dwelling with the minimum number of units being 50% of the total number of apartments/units in the building.

A false statement on the declaration will result in Water Rates being charged for the total number of apartments/units (whether occupied or not) in the specified multi-residential property.

Any concerns or questions should be directed to:

Payroll/Accounts Clerk  
The Corporation of the Town of Marathon  
P.O. Bag "TM"  
Marathon, Ontario P0T 2E0

Telephone: (807) 229-1340 ext. 2233  
Fax: (807) 229-1999  
Email: [payroll@marathon.ca](mailto:payroll@marathon.ca)