



## The Corporation of the Municipality of Red Lake

Municipal Office  
P. O. Box 1000, 2 Fifth Street  
Balmertown, Ontario  
P0V 1C0

Telephone: (807) 727-2597

Fax: (807) 735-2286

### CUSTOMER CONTACT REQUEST FORM # 1

## CUSTOMER CONTACT REQUEST FORM

### FIRST NOTICE

#### Please Contact:

The Municipality of Red Lake  
Operations Department

Telephone 807-727-2597

Between 07:30 AM and 4:00 PM  
Monday to Friday

To make an appointment for Municipal Staff to Inspect  
your Water Meter.

#### This notice is being made due to:

Consumption of Water on Premises has not been  
recorded or has been wrongly recorded (meter may be  
faulty).

Date This Notice Left: \_\_\_\_\_

Time This Notice Left: \_\_\_\_\_

Signature: \_\_\_\_\_

Operations Department, Municipality of Red Lake

Failure to comply within ten (10) days of this Notice shall result in  
termination of services pursuant to the User Fees By-Law in force at  
this time.

Service Termination Date: \_\_\_\_\_.

Thank you for your co-operation.

CUSTOMER CONTACT REQUEST FORM # 2

**CUSTOMER CONTACT REQUEST FORM**

**SECOND NOTICE**

**Please Contact:**

**The Municipality of Red Lake  
Operations Department**

**Telephone 807-727-2597**

**Between 07:30 AM and 4:00 PM  
Monday to Friday**

**To make an appointment for Municipal Staff to  
Inspect your Water Meter.**

**This notice is being made due to:**

**Consumption of Water on Premises has not been  
recorded or has been wrongly recorded (meter may  
be faulty).**

**Date This Notice Left: \_\_\_\_\_**

**Time This Notice Left: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Operations Department, Municipality of Red Lake**

**Please be advised this is the Second Request for you to make an  
appointment for Municipal Staff to inspect your Water Meter.**

**Failure to comply within five (5) days of this Notice shall result in  
termination of services pursuant to the User Fees By-Law in force at  
this time.**

**Service Termination Date: \_\_\_\_\_**

CUSTOMER CONTACT REQUEST FORM # 3

**SERVICE TERMINATION NOTICE**

**As you have failed to contact:**

**The Municipality of Red Lake  
Operations Department, to schedule an  
appointment for the inspection of your Water  
Meter:**

**Pursuant to the terms of the "Notice By-Law"  
and the "User Fees and Charges By-Law"  
currently in force, your water service has  
been terminated.**

**Reinstatement charges pursuant to the By-  
Law currently in force shall be applicable.**

**Service shall not be reinstated until such time  
as the meter has been inspected and all fees  
paid.**

**Date This Notice Left: \_\_\_\_\_**

**Time This Notice Left: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Operations Department, Municipality of Red Lake**