

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

October 1, 2026

Final Billing Process for Municipal Water Users

A Tax Certificate should be requested when there is to be a change in ownership of a property. The Tax Certificate will include any current amounts owing, arrears and penalties for the water account.

Upon receipt of the land transfer documents (LRO Transfer or MSL Listing), a final bill will be issued to the old owner based on the water meter reading (or water usage calculation) up to and including the date of transfer on the provided transfer document.

If there is a credit on the water account after the final water bill is issued, the old owner will be issued a cheque for the amount of the credit less a \$15 admin fee. If the amount of the credit is \$15 or less, no cheque will be issued.

Final water bills will be emailed when there is an email attached to the water account. When there is no email on the water account, the final water bill will be mailed to the Address for Service on the LRO transfer document (when available), or the vendor's lawyers address (where known) or the mailing address for the water account for transfers based on MSL listings. Credit cheques will be mailed based on the order outlined in the previous sentence.

Water accounts remain with the property so the ownership names will be changed to reflect the new owner's information. Property owners, or their representatives, should be cognizant that the responsibility of the utility account balance resides with the current owner of the utility account associated with the property/roll, regardless of an ownership change.

After an ownership change, the water account will continue with the normal bi-monthly billing schedules as identified in the Water & Wastewater Rates By-Law 2026-006. Please visit www.southgate.ca/municipal-services/environmental-services/water-and-wastewater to see the by-law and rates.

To Request a Tax Certificate:

Email: proptax@southgate.ca

Phone: 519-923-2110 ext 225

Current Cost \$ 61.00

To Inquire about Water Account:

Email: waterbilling@southgate.ca

Phone: 519-923-2110 ext 222

Sincerely,

Taylor McMann

Treasurer

tmcmann@southgate.ca

519-923-2100 x 220

Attached: By-Law 2026-006