



# Homeowner Contact Details & Email Authorization

In an effort to maintain current contact information, periodically the Village of Buena Vista will canvas our property owners to ensure your contact information and desired email selections are current. Please take a moment to complete this form and return it to the Village office in person, by post mail or email. **Only include your email address if you want to receive emails from this office.**

Name(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Buena Vista address: (if different) \_\_\_\_\_

Phone #s: Home: \_\_\_\_\_ Office: \_\_\_\_\_

Primary Cell: \_\_\_\_\_ Secondary Cell: \_\_\_\_\_

## E-MAIL CONSENT FORM:

*The Village of Buena Vista offers residents the opportunity to receive specific municipal notices via email rather than post mail speeding delivery and saving postage and printing costs.*

*Transmitting information by e-mail has a number of risks that residents should be aware of. These include, but are not limited to:*

- *E-mail can be circulated, forwarded, and stored in numerous paper and electronic files.*
- *E-mail can be immediately broadcast worldwide and can be received by many intended and unintended recipients.*
- *E-mail senders can easily misaddress an email.*
- *E-mail is easier to falsify than handwritten or signed documents.*
- *Back-up copies of e-mail may exist even after the sender or the recipient have deleted their copy.*
- *E-mail can be intercepted, altered, forwarded, or used without authorization or detection.*
- *E-mail can be used to introduce viruses into computer systems.*
- *E-mail can be used as evidence in court.*

*The Village of Buena Vista will use all reasonable means to protect the security and confidentiality of e-mail information sent and received. However, because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of email communication, and will not be liable for improper disclosure of confidential information. For this reason, the resident must consent to the use of email for delivery of municipal notices.*

### Consent to use of e-mail for the delivery of municipal notices includes agreement with the following:

1. Failure to receive an e-mail municipal notice does not release me from my responsibility to pay any charges specified on the notice or any penalties which may be incurred by late payment.
2. I will inform the Village of Buena Vista of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
3. I may withdraw from e-mail delivery at any time. To do so, I will inform the Village of Buena Vista which notices I no longer wish to receive by e-mail and where deemed appropriate by the Village of Buena Vista, these will then be sent by post mail.

Primary Email: \_\_\_\_\_

### Do you consent to receive:

Utility Notice: Yes \_\_\_\_ No \_\_\_\_      Tax/General/Utility Receipt: Yes \_\_\_\_ No \_\_\_\_

Assessment Notice: Yes \_\_\_\_ No \_\_\_\_      Custom Letter: Yes \_\_\_\_ No \_\_\_\_

Tax Notice: Yes \_\_\_\_ No \_\_\_\_

***I acknowledge that I have read and fully understand this document and consent to the delivery of specific municipal notices from the Village of Buena Vista to me by email as noted above:***

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(PLEASE MARK [admin@buenavista.ca](mailto:admin@buenavista.ca) as a "safe sender" and/or check your spam folder if you are not receiving notices from us.)