

THE COMPLETE CHECKLIST FOR transferring your propane service

SELLERS



Please call **1-800-465-4927** to resolve any outstanding balance and initiate the process of transferring the account to the new owners or occupants.

☐

Please select the correct information regarding your propane tank:

Who owns the propane tank?

- ☐ The tank is customer-owned.
☐ The tank is owned by Propane Levac.

Circle your tank size

100 lb 200 lb 420 lb 334 gal 500 gal 1000 gal
other _____

What is the percentage left in your tank?



Leave this list on the kitchen counter (or fridge) for the new occupants to find, so they can easily complete the list!

☐

IMPORTANT REMINDERS

- **FOR RENTED TANKS** Remember to mention it in the Agreement of Purchase and Sale and to inform your lawyer/notary if you have paid a rental invoice so they can make the necessary changes on their statement of adjustments.
- **FOR OWNED TANKS** Leave any associated paperwork proving tank ownership and service records.
- **REMAINING PROPANE** Make sure to inform your lawyer or notary about the percentage left in your tank so they can make the necessary changes on their statement of adjustments.

BUYERS

Congratulations and welcome home! Now that you have the keys, make sure your home stays warm and comfortable. Follow the steps below to promptly complete your propane account set up!



Welcome new home owners!
Give us a call at **1-800-465-4927**.
Our customer service team will assist you in selecting the perfect service and payment solutions to meet your needs.

☐

Once you've completed the enrollment process, we'll email you the service agreement. You'll simply need to electronically sign it and download a copy for your records. This will ensure uninterrupted propane service.

☐

Register for our online customer portal at propanelevac.ca/en/customerportal to conveniently manage your account online. This new tool simplifies propane account management, ensuring accessibility whenever you require it.

☐

5552, Ste-Catherine Street, St-Isidore, Ontario K0C 2B0
613-524-2079 | 1-800-465-4927 | 613-524-2081
info@propanelevac.com | propanelevac.ca

