

RESIDENT OWNER

STEPS TO FILL OUT YOUR REQUEST



Go to the website: www.villagesenneville.qc.ca



Click on the button “**Online Request**”



Click on the button “**Submit a request**”



Choose the type of resident “**Résident propriétaire**” from the drop-down menu:

- a. Résident propriétaire (Resident owner)
- b. Résident locataire (Resident tenant)
- c. Non résident (Non resident)



Choose the research type to indicate your address:

- a. Adresse (Address)**
 - i. Indicate the name of the street and the civic number.
 - ii. In the section “**Propriétaire**”, click in the drop-down menu to choose the name of the owner.
 - iii. Indicate the number of the apartment (if applicable), the telephone number and the email.
- b. Matricule (Matricule Number)**
 - i. Indicate the matricule number.
 - ii. In the section “**Propriétaire**”, click in the drop-down menu to choose the name of the owner.
- c. Cadastre ou lot (Land register or lot)**
 - i. Indicate the land register number or the lot number
 - ii. In the section “**Propriétaire**”, click in the drop-down menu to choose the name of the owner

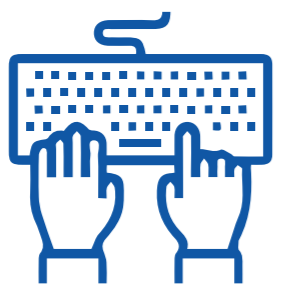


Choose the research type to indicate the location:

- a. Adresse (Address)**
 - i. Indicate the name of the street and the civic number
- b. Matricule (Matricule Number)**
 - i. Indicate the matricule number
- c. Cadastre ou lot (Land register or lot)**
 - i. Indicate the land register number or the lot number



Choose a request category from the drop-down menu.



Write your request or complaint in details in the “**Description**” section.



If you have files to insert in your request:

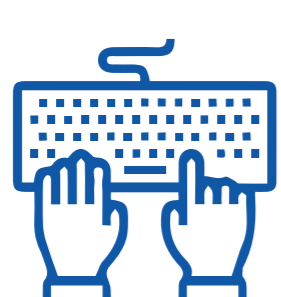
- a. Click on the button “**Téléverser des fichiers**” and choose the files you want to insert.
- b. Once the files are downloaded, click on the button “**Suivant**”.



If you forgot to enter information in the request, click on the “**Modifier**” button, otherwise click on the “**Confirmer et envoyer**” button to send the request.



Click on the “**OK**” button to send the request, otherwise click on the “**Annuler**” button to cancel the request.



Once the request is sent, you will be assigned a tracking number.