

Village of East Aurora
Water Billing
571 Main St., East Aurora, NY 14052
Telephone: 716-652-6000, ext. 221
Fax: 716-652-1290

Authorization from Property Owner
to Establish Water Account in Tenant's Name

Please submit this form at least 2 business days prior to requested date of change.
Please note that any change of name on an account requires a final reading.

ADDRESS: _____ APT # or Location: _____

NAME OF TENANT OR OWNER MOVING OUT: _____

FINAL BILLING ADDRESS: _____

NEW TENANT OR OWNER NAME: _____

BILLING ADDRESS (if different from location): _____

TENANT PHONE # (in case of emergency): _____

***REQUESTED DATE OF CHANGE:** _____

ACCOUNT NO.: _____

PROPERTY OWNER: _____

ADDRESS: _____

PHONE # (in case of emergency): _____

DATED: _____

OWNER SIGNATURE: _____

***Pursuant to § 263-5 Services Fees and Charges, the village shall assess a \$30.00 service fee in connection with any interim or final reading request.**

Pursuant to §263-11A(5), The Village shall read meters on regular schedules and shall render a bill for water furnished quarterly to the property owner or to the person so designated in writing by the owner as the water user. Until the Village is notified in writing by a property owner that premises have been vacant and the water is to be turned off, or that title has been transferred, the owner as per the Village records shall be responsible for all unpaid bills or service fees.