

Village of East Aurora Water Account Change Authorization

Village of East Aurora Department of Public Works
400 Pine St. Ext., East Aurora, NY 14052
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Please submit this form at least 2 business days prior to requested date of change

NAME/ADDRESS/CONTACT CHANGE ONLY (FILL OUT SECTION 2 ONLY)

PROPERTY SALE/OWNERSHIP TRANSFER (FILL OUT BOTH SECTIONS 1 & 2)

~REQUIRED INFORMATION~

Service Address: _____ APT # _____

Account Number (if known): _____ .00 _____

~SECTION 1~

****REQUESTED DATE OF FINAL READING**:** _____

Name of OWNER/SELLER **moving out**: _____

Phone #: _____ / Email: _____

Address to send final bill (**REQUIRED**): _____

****PROPERTY OWNER (SELLER) 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. Fee is included in final bill which is mailed 30-45 days after final reading is completed.*

~SECTION 2~

Name of OWNER/BUYER **moving in**: _____

Phone #: _____ / Email: _____

Address to send water bills: _____

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

FOR OFFICE USE ONLY: METER# _____ MXU# _____ FINAL READING: _____

NOTES: _____

NOTE THAT ALL PAYMENTS FOR WATER USAGE AND FEES ARE MADE AT THE VILLAGE CLERKS OFFICE AT 571 MAIN ST. PAYMENTS CANNOT BE ACCEPTED AT ANY OTHER VILLAGE OFFICE.