

# Village of East Aurora Water Account Change Authorization

Village of East Aurora Department of Public Works  
400 Pine St. Ext., East Aurora, NY 14052  
Telephone: 716-652-6057 \* Fax: 716-652-0960  
Email: christine.cappola@east-aurora.ny.us

**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 585 OAKWOOD AVE. PAYMENTS CANNOT BE ACCEPTED AT ANY OTHER VILLAGE OFFICE.**