

# Water Account Change Authorization

**Village of East Aurora Water Department**  
400 Pine Street Extension, East Aurora, NY 14052  
716-652-6057 (P) ❖ 716-652-0960 (F)  
Email: christine.cappola@east-aurora.ny.us

Please submit this form at least 2 business days prior to requested date of change.

Address: \_\_\_\_\_ Location: \_\_\_\_\_

Account Number: \_\_\_\_\_

Name of OWNER **selling/moving out**: \_\_\_\_\_

Please provide phone number: \_\_\_\_\_

**\*Requested Date of Final Reading**: \_\_\_\_\_

*\*Pursuant to § 263-5 Service Fees and Charges, the Village shall assess a \$30 service fee in connection with any interim or final reading request.*

Address to send final bill: \_\_\_\_\_  
\_\_\_\_\_

Name of OWNER **buyer/moving in**: \_\_\_\_\_

Please provide phone number: \_\_\_\_\_

Please provide email address: \_\_\_\_\_

Address to send water bills: \_\_\_\_\_  
\_\_\_\_\_

**\*\*PROPERTY OWNER SIGNATURE\*\***: \_\_\_\_\_

DATE: \_\_\_\_\_

*\*\*Pursuant to § 263-11A(5), property owners are ultimately responsible for any unpaid water or fees on the account.*

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FOR OFFICE USE ONLY:

METER#(ARB)#: \_\_\_\_\_ MXU#(SERIAL)#: \_\_\_\_\_ LAST READING: \_\_\_\_\_

NOTES: \_\_\_\_\_ FINAL READING: \_\_\_\_\_

**Note that all payments for water usage and fees are made at the Village offices at 571 Main Street.**