



CITY OF **North Tonawanda**
Water Department

216 Payne Avenue
North Tonawanda, NY 14120
(716) 695-8531

Final water bills will no longer be issued for tenant's accounts. If you need to know how much the bill will be when a tenant is leaving, you may call in a meter reading. We can then quote the dollar amount. Water bills will still be issued quarterly, as normal. Please make sure to call or send in a meter reading each quarter. Please remember on the second (2) consecutive estimate there is a non-refundable \$25.00 estimate fee. There will be a one-time only adjustment for over-estimated bills at a cost of \$25.00.

We have enclosed a tenant form that we now require for each apartment that you wish to list in a tenant's name. Please make copies as needed. Each time you get a new tenant, you must fill out and submit a new form. **Please call us at (716) 695-8531 if you wish to check on the status of an account. You will no longer be notified at the end of the year of what amount will be relieved on the following years City Tax Bill.**

We are sorry for any inconvenience this may cause.

Owner Authorization Form on next page.

Owner Authorization Form

Date: _____ Account Number: _____

To: City of North Tonawanda Water Department

Property at: _____

I request future Water/Sewer Bills be sent to my tenant(s)

(First and last name, please print)

at this address. My tenant(s) telephone number is: _____

(Phone number including area code)

Tenant(s) moved in on _____ Meter read on: _____

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(Meter Reading)

I understand that if these bills are not paid by the tenant, I will be held responsible. I further understand that I will not be notified of non-payment on the account until the past due amount appears on my following year's City Tax bill.

Owner: _____

(PLEASE PRINT)

Address: _____

(PLEASE PRINT)

(PLEASE PRINT)

Phone Number: _____

(Including area code)

Owner's Signature: _____