



# Web Form

**CITY OF BUFFALO DIVISION OF WATER APPLICATION**  
*ALL SECTIONS MUST BE COMPLETED TO OPEN AN ACCOUNT*

<b>DATE TO BEGIN SERVICE:</b>
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**COMMERCIAL**

<b>Acct. or Bill No.</b>	
<b>Turn on Fee</b>	<b>\$</b>

SECTION I. **PLEASE PRINT**

**Service Address:** \_\_\_\_\_  
Street City Zip

SECTION II. **PLEASE PRINT**

**Business Name:** \_\_\_\_\_

**Business Contact Name** \_\_\_\_\_

**Authorized Signer:** \_\_\_\_\_  
Last First MI

**Billing Address:** \_\_\_\_\_  
Street address where your water bill is to be sent

\_\_\_\_\_ City State Zip

**Telephone** \_\_\_\_\_ **Alternate Telephone #** \_\_\_\_\_

**Tax ID** \_\_\_\_\_

The undersigned accepts responsibility for payment of all water bills for the above-mentioned property and agrees to abide by all rules and regulations governing water service to the above-mentioned property. Failure to comply may result in termination of your water service.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE FAX YOUR COMPLETED APPLICATION TO:**  
**CITY OF BUFFALO-DIVISION OF WATER**  
**INSPECTIONS OFFICE**  
**YOU WILL BE CONTACTED WITHIN 3-5 BUSINESS DAYS BY A MEMBER OF OUR**  
**INSPECTIONS TEAM**  
**716-851-5517**



# Web Form

Acct. or Bill No.
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## COMMERCIAL REQUEST TO DISCONTINUE WATER SERVICE

 *METERED* *FLAT*

Address \_\_\_\_\_ Acct. or Bill No. \_\_\_\_\_

For the discontinuance for the water supply to any property, the City of Buffalo - Division of Water must be notified in writing via this application.

I would like the meter removed and/or the service terminated to the property listed above due to vacancy. I have provided the appropriate turn off fee of \$ \_\_\_\_\_ and official picture identification (Driver's License, State ID).

I fully understand that if the City of Buffalo Division of Water is unable to turn the water service off to the above-mentioned property due to an inoperable, inaccessible or mal-functioning curb stop, that the water service will remain on to the property and the meter will not be removed until I notify the Division of Water of the appropriate repair. I understand that if the meter is not removed, I will continue to be billed all applicable charges.

### HOLD HARMLESS AGREEMENT

I, the undersigned applicant, agree to hold the City of Buffalo Water Board, City of Buffalo Division of Water and its' employees and its' Manager, and its' employees harmless should the property/building/premises mentioned herein sustain damage as a result of water service remaining on due to an inoperable, inaccessible or mal-functioning curb stop.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

I fully understand that no person shall reinstate (turn on) the service without permission or order of the Division of Water. Furthermore, I am in complete agreement that any outstanding amounts remaining on the account listed above shall become a lien on the premises and will be subject to the application of penalty charges until paid in full. Penalty charges will be added to the account at the rate of 1.5% monthly and must be paid in full prior to the re-connection of water service. Commission of 21% will be accessed to all balances outstanding for more than 120 days.

\_\_\_\_\_  
*Signature (Owner/ Property Manager)*

**PLEASE FAX YOUR COMPLETED APPLICATION TO:  
CITY OF BUFFALO - DIVISION OF WATER  
BILLING OFFICE  
281 EXCHANGE STREET • BUFFALO, NY 14204  
TEL: (716) 847 – 1065 • FAX: (716) 847 – 0150**