

**CITY OF NORTH TONAWANDA WATER**

**216 Payne Ave., Room 6  
North Tonawanda, New York 14120  
(716)695-8531**

**Paula M. Sattelberg**

**Superintendent**

Final water bills will no longer be issued for tenant 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 fourth (4) 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 \$10.00.

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 695-8531 if you wish to check on the status of an account as you will no longer be notified at the end of the year what will be relieved on the following years City Tax bill.

We are sorry for any inconvenience this may cause.

**Owner Authorization Form on page 2.**

Sincerely,



Paula M. Sattelberg

Supt. of Water/Wastewater

**THIS FORM IS FILLABLE  
TAB TO THE NEXT FIELD**

# OWNER AUTHORIZATION FORM

DATE: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

**TO: CITY OF NORTH TONAWANDA WATER DEPARTMENT**

PROPERTY AT \_\_\_\_\_

I request future Water/Sewer Bills be sent to my tenant (s) \_\_\_\_\_  
(PLEASE PRINT)

**Area code and number**

at this address. My tenant's telephone number is: \_\_\_\_\_.

Tenant moved in on \_\_\_\_\_ Date Read \_\_\_\_\_

									0
--	--	--	--	--	--	--	--	--	---

**Please read meter**

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)  
**Area code and number**

PHONE # \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_