



# Account Transfer Application

Web Edition

If you are purchasing a home or business or leasing a home, apartment or business that is served by municipal water, you will be billed for water by the Big Flats Water Department. The person or company you are buying or leasing from will be able to confirm there is a water bill being sent. You can always call our office to confirm.

A \$35 Transfer Fee will be added to the account. You can pay this when you send in the completed form or it will be included on your first bill.

All water bills are the responsibility of the property owner of record. It is important to be sure that the seller has paid the Final bill or that tenants have paid the bills. This means that if there are arrears due it is possible they will be added to the property owner of record's tax bill with a \$300 fee.

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

**Name and Phone of person initiating Transfer** \_\_\_\_\_

**Property Address, where water is being supplied:**

**Buying\*** \_\_\_\_\_ **Selling\*** \_\_\_\_\_ **Renting** \_\_\_\_\_ **Date of Transfer of Service:** \_\_\_\_\_

Current Account number (if known) \_\_\_\_\_

**Current Owner/Tenant:** \_\_\_\_\_

**Billing Address, for Final Bill:** \_\_\_\_\_

**Seller's Attorney\*:** \_\_\_\_\_

**New Owner/Tenant:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Buyer's Attorney\*:** \_\_\_\_\_

When you have completed this form you can mail or email it to the Water Department.  
476 Maple St. Big Flats, NY 14814 water@bigflatsny.gov