

# Town of Pulteney Water District #1

## Change of Ownership Form

Today's Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Transfer Fee (\$35.00) to be paid by:  
**Seller**      or      **Buyer**  
Circle One

WATER DEPARTMENT USE ONLY	
Date Received	
Account #:	
Location ID:	
Transfer Fee (\$35.00)	
Date of Meter Read	
Meter Read (gallons)	

Service Address: \_\_\_\_\_

Buyer's Name: \_\_\_\_\_

Buyer's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Buyer's Phone Number: \_\_\_\_\_

Buyer's Email: \_\_\_\_\_

Buyer's Signature: \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Seller's Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seller's Phone Number: \_\_\_\_\_

Seller's Email: \_\_\_\_\_

Seller's Signature: \_\_\_\_\_

**\*\* 24 HOURS NOTICE REQUIRED FOR PROCESSING\*\***

**\*\*WE CANNOT BACK DATE FORMS\*\***

**\*\*CHECKS SHOULD BE MADE PAYABLE TO: TOWN OF PULTENEY WATER DISTRICT\*\***

Please complete and mail to:  
Town of Pulteney Water District, PO Box 165, Pulteney, NY 14874  
or fax to (607) 868-5718

If you have any questions about filling out this form, please call us at (607) 868-3808.  
Office Hours are Monday, Tuesday, Thursday 7:30am to 4:30pm & Friday 8am to 4pm.

Updated 6/28/10