

The Town of Alexandria Water & Sewer Department Customer Information Form

Please return this completed form to:

- Please Print Using Blue or Black Ink
- Mail / Drop Box: The Town of Alexandria, 46372 County Route 1, Alexandria Bay, NY 13607
- Email: alexclrk@townofalexandria.org
- Any Questions Please Call the Town Clerk's Officer at (315) 482-9519 ext. 1

Primary Owner Information

Name _____ Check Box if you want the
(LAST) (FIRST) (MIDDLE INITIAL) Service Bill sent to your Service Address

Check Box If This Is Your Primary Residence If NO - Do you rent this location? _____
- Is This a Seasonal Home? _____

Service Location _____ City _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail _____

Check Box if you want electronic billing instead of paper billing (e-mail address required)

What District are you in: (If Known)

Redwood Route 12 Sewer

Otter Street Edgewood

Route 12 Water Carnegie Bay

Billing Information (Complete this section if different from Primary Owner Information)

Name _____
(LAST) (FIRST) (MIDDLE INITIAL)

Billing Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail _____

If You Are the Renter

Name _____
(LAST) (FIRST) (MIDDLE INITIAL)

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail _____

Check Box if you want electronic billing instead of paper billing (e-mail address required)

Name of Owner: _____ Phone # _____

Please note under the Data Protection Act, we can only discuss or change account details with people named on the account or an authorized representative.

Features Available Soon

Electronic Billing and Payments

Landlords and Managing Agents

Check box if you want a duplicate service bill sent to your tenants

Tell us about changes to tenant details, including changes of tenancy

Let us know when a property becomes empty

Inform us if you sell or stop managing the property

Tenants and students

Moving in

If you've agreed with your landlord that you're responsible for paying the water and wastewater bill, you need to let us know when your tenancy starts and submit any meter readings if applicable.

Moving out

Let us know you're moving out, we'll ask you for a forwarding address so we can send you a final bill.

Let us know about your move

Whether you're a new customer and need to set up an account, a current customer moving home within our region, or you're moving out of our supply area altogether.

Change your mailing address

Please contact us:

If you are not moving home, and just want to change the mailing address that we send your bills to
If you would like your bills to be sent to a mailing address different to the property that is being billed

FOR OFFICAL USE ONLY

ACCOUNT NUMBER: _____

TAX MAP NUMBER: _____

DISTRICT: _____

METER SERIAL NUMBER: _____

METER BINARY #: _____

VERIFIED METER READ: _____

STARTING READ _____