

**VILLAGE OF KENMORE – WATER DEPARTMENT**  
**APPLICATION FOR WATER METER & INSTALLATION**

Please PRINT – Use Full Name and Address

Village Property Address: \_\_\_\_\_

Property Owner Name(s) \_\_\_\_\_

Please check: Single Family \_\_\_\_\_ 2 units \_\_\_\_\_ More than 2 units \_\_\_\_\_ (specify number)

Owner Address: (if different from Kenmore Property Address):  
\_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_

Cell Phone No: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Email (if additional property owner): \_\_\_\_\_

In Case of Emergency (ICE) – Local Contact other than yourself, not a tenant:

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Cell: ( ) \_\_\_\_\_

To Be Completed if the property is owned by a Business or Corporation:

Business Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Business Owner Email: \_\_\_\_\_

Representative Name \_\_\_\_\_ Phone No \_\_\_\_\_

Cell No: \_\_\_\_\_

\_\_\_\_\_  
**Owner or Legal Representative (POA or Estate Executor/Administrator ONLY) Signature**

Email completed applications to: [kjohnson@vi.kenmore.ny.us](mailto:kjohnson@vi.kenmore.ny.us)

Applications should be submitted at least 1 week before closing to avoid any interruption in service.

**The Water Department** will also need to schedule an INTERIOR inspection of your meter to get the starting read and to check that the meter is working correctly. To set up your inspection, please call: **(716) 873 – 5700**

We cannot set up accounts for Tenants. Only the Owner or legal representative may open a water account.

Failure to set up your water account or denying interior access to your meter is a violation of the Municipal Code and can result in termination of your Water Service.