



**Village of Malone**  
**343 West Main Street, Malone, NY 12953**  
Ph: (518) 483-4570  
Fax: (518) 481-6737 or (518) 483-0351  
[www.villageofmalone-ny.com](http://www.villageofmalone-ny.com)

**Water On/Off Request Form**  
**(24 Hour Notice Required)**

Tax Map #: \_\_\_\_\_ Utility Account #: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Service Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Desired Turn ON Date: \_\_\_\_\_ Desired Turn OFF Date: \_\_\_\_\_

Reason for Shut Off: \_\_\_\_\_

Comments/Special Instructions: \_\_\_\_\_

\*By signing below, you understand the following:

1. Water turn on/off fees are due prior to any actions by our staff.
2. The property owner (or written permission for an alternate representative) must be present when water is to be turned on/off.
3. Water will be turned off at the curb stop and at no other location.
4. Should water need to be turned back on at a future date, **it must be turned on by Village Staff.**
5. If the property owner is not present, a statement must be provided authorizing the request for service.
6. The Village of Malone shall be held harmless for any problems or damage due to the request for service.
7. Outside of Business Hours Monday – Friday 7am - 3pm additional fees will be added.
8. Village Of Malone Law 63-6 No vacancy credit shall be allowed for portions of a billing period.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**OFFICE USE ONLY:**

Fee: \$15 or \$30      Date Paid: \_\_\_\_\_      Paid By: **CASH / CHECK / CREDIT**

Notice given to Water/Sewer Department on \_\_\_\_\_ by \_\_\_\_\_.

Water Turned **ON / OFF** By: \_\_\_\_\_ Date: \_\_\_\_\_

Water Turned **ON / OFF** By: \_\_\_\_\_ Date: \_\_\_\_\_