

VILLAGE OF MALONE, NY
WATER TURN ON/OFF – VACANCY CREDIT REQUEST

****All fees for having water turned off/on must be paid before work is performed by Village DPW Water Personnel.**

DATE: _____

PERSON REQUESTING TURN ON/OFF: _____

NAME & ADDRESS OF PROPERTY OWNER: _____

TELEPHONE NUMBER: _____

LOCATION OF PROPERTY: _____
(for water turn off/on)

REASON FOR SHUT OFF: _____
(plumbing, seasonal, fire, etc)

REQUESTING VACANCY CREDIT: YES NO
(water must be turned off for full quarter – we do not prorate quarters)

ANTICIPATED TIME PERIOD FOR WATER TO BE OFF: _____

DESIRED TURN ON / OFF DATE: _____

Property Owner, Signature

Date: _____

(Office Use Only)

Fee:\$ _____ **Paid:** _____ **Rec#** _____

***VILLAGE OF MALONE
14 Elm Street
Malone, New York 12953
(518) 483-4570***

**MEMO TO: WATER AND/OR SEWER USERS REQUESTING
VACANCY CREDIT**

**FROM: VILLAGE OF MALONE WATER/SEWER BILLING
DEPARTMENT**

RE: VACANCY CREDIT REQUESTS

The Village of Malone must have the enclosed vacancy credit request completed and on file for any water and/or sewer user who wishes to receive vacancy credit during the full quarters in which their water is shut off at the street.

Also included herewith is a copy of the Village Water Local Law which sets forth the criteria to receive vacancy credit.

Please complete the enclosed vacancy credit request and return to this office at your earliest convenience.

Should you have any questions, don't hesitate to contact our office at (518) 483-4570.

Thank you for your kind attention in this regard.

§ 63-6

WATER

§ 63-7

§ 63-6. Vacancy credit.

A vacancy credit shall be allowed to those users whose water is actually shut off in the manner hereinafter described for a period of three (3) consecutive months from the date that the valve is actually sealed, but no credit shall be allowed for portions of a billing period. For a user to obtain a vacancy credit, a written application shall be filed with the Village Clerk requesting that the water be shut off, and the user must supply, at his/her own expense, a sufficient number of acceptable shutoff valves in order to cover each house, each apartment or unit within the house and/or any other outlet of water. As soon as practicable after receipt of such application by the Village Clerk, the DPW Superintendent shall cause the water department to shut off the water valve and place a seal upon such valve. Such shall be accomplished only by the DPW Superintendent and/or the Water Department employees, and the seal or seals shall be removed only by them and then only after a written request for a turn-on of such water has been made by the user.