



The City of New York  
Department of Environmental Protection  
Bureau of Customer Services  
59-17 Junction Boulevard  
Corona, NY 11368-5107

## Customer Registration Form for Water and Sewer Billing

### Property and Owner Information:

(1) Property receiving service is located in the Borough of \_\_\_\_\_

Block:

Lot:

Meter Number (if available):

(2) Street Address of Property Receiving Service:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(3) Full name, mailing address and telephone/fax number of owner of property receiving service  
(please provide information on owner ONLY; do NOT give information on property manager or tenant):

Owner's Name Business: \_\_\_\_\_

or Individual: \_\_\_\_\_  
(Last Name) (First Name) (MI)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Customer Billing Information

#### PLEASE NOTE:

**A. WATER AND SEWER CHARGES ARE THE LEGAL RESPONSIBILITY OF THE OWNER OF A PROPERTY RECEIVING WATER AND/OR SEWER SERVICE. THE OWNER'S RESPONSIBILITY TO PAY SUCH CHARGES IS NOT AFFECTED BY ANY LEASE, LICENSE OR OTHER ARRANGEMENT, OR ANY ASSIGNMENT OF RESPONSIBILITY FOR PAYMENT OF SUCH CHARGES.**

**B. WATER AND SEWER CHARGES CONSTITUTE A LIEN ON THE PROPERTY UNTIL PAID. IN ADDITION TO LEGAL ACTION AGAINST THE OWNER, A FAILURE TO PAY SUCH CHARGES WHEN DUE MAY RESULT IN FORECLOSURE OF THE LIEN BY THE CITY OF NEW YORK, OF THE PROPERTY BEING PLACED IN A LIEN SALE BY THE CITY.**

**C. ORIGINAL BILLS FOR WATER AND/OR SEWER SERVICE WILL BE MAILED TO THE OWNER, AT THE OWNER'S ADDRESS SPECIFIED ON THIS FORM. DEP WILL PROVIDE A DUPLICATE COPY OF BILLS TO ONE OTHER PARTY (SUCH AS A MANAGING AGENT) IF SO REQUESTED BELOW, PROVIDED, HOWEVER, THAT ANY FAILURE OR DELAY BY DEP IN PROVIDING DUPLICATE COPIES OF BILLS SHALL IN NO WAY RELIEVE THE OWNER FROM HIS/HER/ITS LIABILITY TO PAY ALL OUTSTANDING WATER AND SEWER CHARGES.**

(4) If you would like a duplicate copy of bills sent to another party, please check here \_\_\_\_\_ and fill out the following information:

Name of Party to Receive Duplicate Copies of Bills: \_\_\_\_\_

(5) Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(6) Account Number (if applicable): \_\_\_\_\_

(7) Relationship of Owner (check one): Managing Agent \_\_\_\_\_ Mortgagee \_\_\_\_\_

Tenant \_\_\_\_\_ Other (please explain): \_\_\_\_\_

OVER

## Owner's Approval

The undersigned certifies that he/she/it is the owner of the property receiving service referenced above; that he/she/it has read and understands Paragraphs A, B, C under the section captioned "Customer Billing Information"; and that the information supplied by the undersigned on this form is true and complete to the best of his/her/its knowledge.

(8) Owner's EIN or SSN: \_\_\_\_\_

(9) Name of Owner: \_\_\_\_\_

(10) Signature: \_\_\_\_\_

Name and Title of Person Signing for Owner, if applicable: \_\_\_\_\_

(11) Date: \_\_\_\_\_

## Instructions for filling out this Customer Registration Form

### Property and Owner Information

- (1) **Borough - Block - Lot and Meter Number:** Enter the borough in which the premises are located followed by its block and lot numbers. If the water meter number is available, provide this as well.
- (2) **Street Address of Property Receiving Service:** Enter the address of the premises.
- (3) **Mailing Address:** Enter the address of the owner if it is different from the street address of the property receiving service. **Owner's Name:** Enter the name of the business if the owner is a business. Enter the Last Name, First Name, and Middle Initial of the owner if the owner is an individual. **Owner's Telephone Number:** Enter the owner's telephone/fax numbers, including the area codes.

### Customer Billing

- (4) **Duplicate Copies of Bills:** Enter the name of the party to receive duplicate copies of bills.
- (5) **Mailing Address:** Enter the mailing address including the zip code of the individual or business responsible for paying the water/sewer bills at the property receiving service.
- (6) **Account Number:** Enter the customer's account number, if applicable.
- (7) **Relationship to Owner of the Property Receiving Service:** Check the option that identifies the relationship to the owner and/or explain.

### Owner's Approval

- (8) **Owner's EIN or SSN:** Enter the owner's EIN (Employer Identification Number) if the owner is a corporation or a partnership. Enter the owner's SSN (Social Security Number) if the owner is an individual.
- (9) **Name of Owner:** Print the name of the individual owner of business entity who will sign this form.
- (10) **Signature:** The owner of the property must sign the registration form.  
**Name and Title of Person Signing for Owner:** The corporate officer or the name and title of person signing for owner must sign the registration form in order for it to be valid.
- (11) **Date:** Please indicate the date the form is signed.

## Important Information for New Property Owners

All new property owners must file a completed Customer Registration Form. This will ensure that water and sewer bills are mailed to the owners who are responsible for making payments. Please make sure that the form is completed accurately. Our Customer Service Representatives may be contacted at (718) 595-7000 if you have any questions pertaining to the Customer Registration Form or if you need assistance in completing the form.

### PLEASE RETURN THE COMPLETED FORM TO:

Department of Environmental Protection  
Bureau of Customer Services  
Attn: Mail Services/Registration Unit  
59-17 Junction Boulevard, 7th Floor  
Corona, New York 11368-5107