

THE CITY OF NEW YORK



DEPARTMENT OF ENVIRONMENTAL PROTECTION

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

Customer Registration Form for Water and Sewer Billing

Property Owner Information

(1) Property is located in the borough of: \_\_\_\_\_

Block: [ ] [ ] [ ] [ ] [ ] Lot: [ ] [ ] [ ] [ ]

Meter # (if available): [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

(2) Service Address:

(3) Mailing Address (if different from Service Address)

Street \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State, Zip \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_

State, Zip \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_

(4) Owner's Name: Business: \_\_\_\_\_ OR

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

(5) Owner's Telephone Number:

Residence: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Business: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Customer Billing Information

(Please provide the following information about the customer responsible for paying water/sewer bills at this premise.)

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

(7) Name: Business: \_\_\_\_\_

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

(8) Mailing Address:

Street \_\_\_\_\_

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

(9) Relationship of Customer to this premise (Check one) Agent: \_\_\_\_\_ Owner: \_\_\_\_\_ Tenant: \_\_\_\_\_

Owner's Approval:

(The property owner must approve someone as a customer at this property. The failure by a Customer to pay the water/sewer bills will initiate "Delinquency" actions which may ultimately result in the property being taken over by the City or placed in a lien sale.)

(10) Owner's EIN OR SSN: \_\_\_\_\_

(11) \_\_\_\_\_

(Print name and title if applicable)

(12) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Signature)

(Date)

## **Instructions for filling out this Customer Registration Form**

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- (1) **Borough - Block - Lot and Meter Number:** Enter the borough in which the premise is located followed by its block and lot numbers. If the water meter number is available, provide this as well.
- (2) **Service Address:** Enter the address of the premise.
- (3) **Mailing Address:** Enter the address of the owner if it is different from the Service Address.
- (4) **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.
- (5) **Owner's Telephone Number:** Enter the owner's home and business telephone number, including the area codes.
- (6) **Account Number:** Enter the customer's account number.
- (7) **Customer Name:** Enter the name of the individual or the business responsible for paying the water/sewer bills for this premise.
- (8) **Mailing Address:** Enter the mailing address including the zip code of the individual or business responsible for paying the water/sewer bills at this premise.
- (9) **Relationship of Customer to this premise:** Check one option to identify the relationship to the premise.
- (10) **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.
- (11) **Name and Title:** Print the name and title (if applicable) of the corporate officer or owner who will sign this form.
- (12) **Owner or Officer Signature:** The owner or corporate officer must sign the registration form in order for it to be valid. Please indicate the date the form is signed.

## **Important Information for New Property Owners**

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All new property owners must complete a Customer Registration Form. This will ensure that water and sewer bills are mailed to the customers 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:**

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**Department of Environmental Protection  
Bureau of Customer and Conservation Services  
Att'n: Registration and Return Mail Unit  
59-17 Junction Boulevard, 7th Floor  
Corona, NY 11368-5107**