



# 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 property is 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 party to receive duplicate copies of bills.
- (6) **Account Number:** Enter the customer account number, if applicable.
- (7) **Relationship to the Owner of the Property Receiving Service:** Check the option that identifies the relationship to the owner and if other, 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 the 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 person (name and title) signing for the owner must sign the registration form in order for it to be valid.
- (11) **Date:** Please indicate the date the form is signed.

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## Important Information for New Property Owners

All 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.

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### PLEASE RETURN THE COMPLETED FORM TO:

NYC Department of Environmental Protection  
Bureau of Customer Services  
Attn: Mail Services/Registration Unit  
59-17 Junction Boulevard, 7th Floor  
Flushing, NY 11373-5108