



# Water Debt Assistance Program Customer Participation Form

## Program

In conjunction with New York City HPD’s Mortgage Assistance Program (MAP)<sup>(1)</sup>, DEP launched the Water Debt Assistance Program. Qualified customers are offered immediate and temporary relief from Water and Sewer debt. Customers who qualify are those that receive a pre-lien sale notice dated October 27, 2017, January 8, 2018 or a 90 day lien sale notice dated February 12, 2018, and own and occupy one of the property types listed below as a primary residence. For enrollment, customers must complete this form, acknowledge responsibility for their past due debt, and be approved/sign the Water Debt Assistance Program Agreement (Agreement)<sup>(2)</sup>.

## Property

The property located at Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ (the “Property”), with service address of \_\_\_\_\_ has received water and sewer service and has been billed on account number \_\_\_\_\_. As of \_\_\_\_\_, the above referenced account is past due in the payment of charges for water and sewer service and owes a total amount due of\_\_\_\_\_.

## Customer

In this form, the owner(s) or authorized representative(s) of the Property may be referred to as the Customer.

## Checklist

Review the following questions, check/provide the appropriate response, and bring all applicable attachments and documentation required with this form to a DEP Bureau of Customer Services office.

1. I am the owner of the Property, **or**
  - a. I am an authorized representative of the owner.
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

    - i. If Yes for 1a, I have attached a notarized Letter of Authorization.
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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2. The Property type is a  2 Family  3 Family  1 Family w/Store or Office  2 Family w/Store or Office
3. The owner occupies the Property as a primary residence.
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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4. I have attached a recent Water Bill listing the owners name and Property service address.
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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5. I have attached a recent original utility bill such as a National Grid or Con Ed bill with the owner’s name and Property service address.
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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6. I have attached a recent bank Mortgage Delinquency notification for the Property.
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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7. The owner is currently in bankruptcy.
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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8. I am providing one of the following valid Photo ID’s: NYS Drivers license NYS Non-Drivers license  
Medicaid Card Passport Resident Alien Card
9. The following phone number(s) can be used to contact me \_\_\_\_\_.

<sup>(1)</sup> Completing this form and/or executing the Agreement does not automatically guarantee or qualify a customer for MAP. Participants interested in qualifying for MAP need to fill out the required MAP forms. **Call 311 to learn more about MAP.**

<sup>(2)</sup> The completion and/or signing of this form by the Customer and/or DEP do not enroll or guarantee enrollment in the Water Debt Assistance Program, which can only occur with an executed Agreement.



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## Acknowledgments <sup>(2)</sup>

By Signing below, the Customer acknowledges that all statements above and documents provided to DEP in support of these statements are true and accurate. Customer acknowledges that they have received, read, and understand the terms and conditions required of the Agreement. Customer acknowledges that access to the water meter and an assessment of property use, if required, must be granted to DEP prior to execution of the Agreement. Customer acknowledges that DEP may conduct a background check to validate information and determine eligibility for the Program.

Customer – Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer – Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

DEP use only: Processed By \_\_\_\_\_ Unit \_\_\_\_\_ Location \_\_\_\_\_

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<sup>(2)</sup> The completion and/or signing of this form by the Customer and/or DEP do not enroll or guarantee enrollment in the Water Debt Assistance Program, which can only occur with an executed Agreement.