



138 East Park Avenue, Long Beach, NY 11561
Tel (516) 889-6664 • (866) 8UTILITY
Fax (516) 889-6665
www.metropolitanrefunds.com

Instructions for filling out this DEP Letter of Authorization

The following is a Letter of Authorization which you need to complete in order for us to represent you before the NYC Department of Environmental Protection (DEP). It's very important to complete each step below. The DEP will not accept this letter of authorization unless ALL steps delineated below are followed. Please note that this is a DEP form.

- 1- **USE BLUE INK**
- 2- **Copy Authorization onto your Company's letterhead**
- 3- **Fill in and Sign the Authorization in BLUE ink**
- 4- **Have your signature notarized**
- 5- **Sign all property list pages (make changes to list if necessary).**
- 6- **Fax and mail to our office.**

If you have any problems or questions, please call (516) 889-6664 and ask for assistance.

Thank you!

Metropolitan Refunds

**CUT AND PASTE ONTO YOUR LETTERHEAD
FOLD HERE, PASTE + COPY FIRST BEFORE YOU SIGN IN BLUE INK --- MAIL ORIGINAL
THIS DOCUMENT MUST BE NOTARIZED**

-----Fold Along this Line-----

LETTER OF AUTHORIZATION

AUTHORIZED REPRESENTATIVE:

Customer ID #

Name of Representative: Metropolitan Refunds

Address: 138 East Park Avenue

City, State, Zip: Long Beach, New York 1 1 5 6 1

Phone #: (5 1 6)-8 8 9-6 6 6 4 **Fax #:** (5 1 6)-8 8 9-6 6 6 5

To: *Department of Environmental Protection, Bureau of Customer and Conservation Services*

This letter confirms our designation of the above-named individual or firm as our Representative to act in our behalf on all matters concerning our water and sewer accounts.

The Representative is hereby granted the right of access to information and the right to act as our agent regarding our water and sewer billings for **See Attached List of Properties**

All contacts by the service provider are to be with, and directed to the attention of, the Representative. This does not preclude our intervention.

We understand that when our customers billing and service records are released to the Representative, the entity releasing the information has no authority to control the future use or dissemination of this information. Therefore, we release those entities from any and all liability that may arise out of the Representative's possession and use of the information and our records.

This written authorization is effective the date signed for a period of three years and thus remains in effect until rescinded.

Owner's Name & Address

Signature

Date

Print Name

Phone Number

Sworn to me this ____ day
of _____, 20

Notary Public

List of Properties/Accounts Representative is Authorized to Handle

#	Bor	Blk	Lot	DEP Account Number	Address
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Signature

Date