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## **RESIDENTIAL WATER SURVEY FORM – INSTRUCTIONS**

Use this form to request a free NYC leak survey, a service that NYC DEP offers.

- 1. FORM MUST BE 100% COMPLETE. ALL INFORMATION MUST BE PROVIDED.**
- 2. FORM CAN ONLY BE COMPLETED BY PROPERTY OWNER, FULL TIME HPD REGISTERED MANAGING AGENTS, OR FIRMS REGISTERED WITH THE DEP AS AN AUTHORIZED AGENT OF THE PROPERTY OWNER.**
- 3. PLEASE FAX OR EMAIL THIS FORM BACK TO US AT 516-889-6665 OR: [SGOLDBERG@METROREFUNDS.COM](mailto:SGOLDBERG@METROREFUNDS.COM), AND WE WILL SUBMIT IT TO DEP ON YOUR BEHALF.**

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

**Thank you!**

**Metropolitan Refunds**

## Residential Water Survey Request Form

As part of a **free Residential Water Survey**, we will:

1. Conduct a leak survey of your home, including dye tablet tests of gravity-flush toilets.
2. Install water-saving showerheads, faucet aerators and toilet water-saving devices, where applicable. Please note that water-saving showerheads and aerators are not provided to properties which replaced their toilets during the New York City Toilet Rebate Program. Showerheads are not replaced if the existing showers flow at three gallons-per-minute (3 gpm) or less.
3. Issue a summary letter which: describes any leaks found by the survey, including size and location, lists the apartments surveyed, describes any water-saving devices installed and estimates potential savings.

Please note that this survey will not necessarily identify all possible leaks. Leaks which only occur during operation of certain water-using appliances may not always be apparent during the survey. The survey cannot substitute for an ongoing water management program.

A Residential Water Survey is required for participants in the "Retroactive Transition," "Bill Cap," and "Leak Forgiveness" programs as described in the New York City Water Board Water and Wastewater Rate Schedule.

To request a Residential Water Survey, please complete this form. All information must be provided.

Requests can only be made by Property Owners, full-time, HPD-registered managing agents for the property, or firms registered with DEP as authorized agents of the property owner.

Building Address: \_\_\_\_\_

Block Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Number of apartments: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Fax this form to: Rick Gunthorpe, DEP, (718) 595-4623 or mail to him at 96-05 Harding Expwy, 1st Floor, BCS Metering/Conservation, Corona, NY 11368-5107