



**Application Form
New York City Water Board
Multiple-family Conservation Program**

PROPERTY INFORMATION

Borough:	Block:	Lot:
DEP Account Number(s):		
Service Address (from DEP bill):		
Number of Residential Units: (See Checklist Below)		
Number of Low-flow Commercial Units (See Notes below):		

Commercial Units: Company Name and Nature of Business (Attach list if you need more room) Write "None" if there are no commercial tenants	
Company Name	Nature of Business

Low-consumption toilet/shower heads: By submitting this application you are certifying that at least 70% of toilets, showerheads and faucets meet MCP specifications. See Notes below.

Does the building have a central laundry room(s)? You need to attach a copy of any laundry room contract which must indicate the expiration or renewal date. See Checklist below.

PROPERTY OWNER INFORMATION

Owner Name:		
Business Address:		
Phone:	Fax:	E-mail:

MANAGING AGENT INFORMATION (This is the person or firm listed in the HPD Annual Registration Letter)

Contract Name:		
Business Address:		
Phone:	Fax:	E-mail:

1/31/18

APPLICATION CONTACT INFORMATION (If this is someone other than the Owner or Managing Agent, the Owner or Managing Agent must complete and attach an Owner Authorization Letter (LOA). The application will be considered incomplete if an LOA is not attached.)

Contract Name:		
Business Address:		
Phone:	Fax:	E-mail:

OWNER OR MANAGING AGENT'S CERTIFICATION

I certify that the information on this application is true, that at least 70% of the toilets, shower heads and faucets in the property comply with MCP low-consumption specifications, that any high-use commercial tenant is separately metered, and that the building meets and will continue to meet the other requirements for this program as set out in the New York City Water Board Rate Schedule for this Program. DEP reserves the right to perform inspections, with prior notice, to confirm qualification and if material conditions vary from this certification the property may be assessed a 10% billing penalty retroactive from July 1, 2019. I recognize that by approving this application, neither the Water Board nor DEP are making any determination concerning the cost-effectiveness of this rate for the property. Such a determination is the sole responsibility of the owner.

Print Name (Must be legible)

Signature

Subscribed and sworn to me this _____ day of _____, 201

Notary

Mail this application and any associated documents to:

New York City Department of Environmental Protection
Bureau of Customer Services
59-17 Junction Blvd. – 7th Floor
Flushing, NY 11373

Multiple-family Conservation Program Checklists and Notes

General Checklist for the Application Form

1. Do you need to include a copy of the Certificate of Occupancy? If the property is currently on metered billing or if you are claiming a number of apartments different than you are currently billed under the MCP rate, you need to attach a copy of the Certificate of Occupancy. If the building was constructed before 1938, or for some other reason does not have a Certificate of Occupancy, the number of residential units will be based on Department of Finance records.
2. Does the building have a central laundry room? Did you attach a copy of your laundry room “route operator” contract showing expiration or renewal date? If the laundry room is under contract with a route operator or other laundry room contractor the next contract renewal must include replacement of the machines with Energy Star models. If there is no “route operator” or laundry room contractor and the machines are the property of the building owner, they must be replaced within five years of acceptance of this application. If the existing machines meet the Energy Star standard, a statement reporting the washer model and year of manufacture must be provided as part of the application.
3. If you wish to change the person or company receiving bills, did you complete and attach a current DEP Customer Registration Form? The form is available on the DEP website.
4. Is the application signed and the signature notarized?

Notes:

1. Complete MCP rules are contained in Part IV Section II of the Water and Wastewater Rate Schedule.
2. “Low flow Commercial Units” are defined as those where water is used almost exclusively by employees for sanitary purposes and projected not to exceed 62,000 gallons a year. Units with laundry, food, medical or beverage-related businesses are excluded from this “Low-flow” category and must be separately metered.
3. Fixture efficiency standards for fixtures installed prior to July 1, 2012 are 1.6 gpf for toilets, 2.5 gpm for showerheads and 2 gpm for faucets. For fixtures installed after July 1, 2012 the standard is 1.28 gpf for toilets and 2 gpm for showerheads and faucets. GPF = Gallons Per Flush and GPM = Gallons Per Minute.
4. If both the DEP Account Number and the BBL number are inaccurate the application will be returned as “incomplete.”

Checklist for Properties Currently on Metered Billing and Applying for the MCP Rate

- DEP approved meter(s) and AMR device(s) have been installed on all relevant properties
- I am not more than 30 days delinquent on my water and sewer charges
- None of the buildings have been enrolled in the MCP within the past two years
- All buildings to be included in the MCP are predominantly residential
- I have installed a separate business premises meter for all high-use commercial tenants (laundry, medical, food or beverage-related businesses) to satisfaction of DEP
- I have verified that 70% of all the water using fixtures in my building(s) are high efficiency fixtures (1.6 gallons per flush or less, 2.5 gallons per minute for showerheads and faucets before 2012, 1.28 gpf and 2 gpm after 2012)
- All known substantial leaks have been repaired
- I have filled out the application in a legible manner
- I have included a copy of the certificate of occupancy
- If there is a central laundry room(s) I have enclosed the laundry room contract showing expiration or renewal date
- If I am an Authorized Representative and not the property owner, I have included a letter of authorization with specific authorization to select the billing basis for the property