



Department of Environmental Services
10 Felix Street
Rochester, New York 14608
www.cityofrochester.gov

Please note: there must be NO past due water charges owed on the account.

TENANT BILLING AUTHORIZATION FORM

Please complete all fields to change account information.

Account#	Service Location:
----------	-------------------

OWNER INFORMATION

Owner's Name:	Phone:
Owner's Address:	
Owner's City/State:	Zip code:
E-mail Address:	

As owner of the property listed above, I am requesting that the City of Rochester Water Bill be addressed in the following manner.

TENANT INFORMATION

Tenant Name:	Phone:
Tenant Address:	
Tenant City/State:	Zip code:
E-mail Address:	

PLEASE READ CAREFULLY AND SIGN BELOW

I UNDERSTAND THAT ANY DELINQUENT WATER CHARGES, DUE AS OF May 15, may be added to the upcoming year's City-School tax bill for the parcel of property against which there is a lien. This is in accordance with Chapter 23-17 and 23-18B of the City Code. As I am requesting that the bill be issued to my tenant, it will be my responsibility to make sure that the bill will be paid in a timely manner. The Water Bureau will not issue a separate delinquent statement to me.

A refund for a credit amount will be issued only to the person with proof of overpayment: a cancelled check, a property receipted water billing statement, or a closing statement issued by an attorney. If proof of payment cannot be made, the credit amount will remain on the Water file and will reduce future billings.

Owner's Signature

Date

Return completed form to:

Water Bureau
10 Felix Street
Rochester, NY 14608

Or Fax to 585-428-6353

