



Customer Service Division
Municipal Services Building
1401 John F. Kennedy Blvd
Philadelphia, PA 19102
Phone: 215-686-6880

Tenant Requirements

- Written consent from the owner for you to have water service in your name.
- A valid street address for the owner.
- One current, government-issued photo ID.
- Proof of residency. For example: a copy of your lease, a rent book, a canceled check, etc.
- Current utility bills in your name, listing the street address for the property.
- A water meter reading. If there is no meter on the property, a meter must be installed before the application is approved. Call (215) 685-6300 to get a water meter installed.

In addition, please make sure your landlord has an up-to-date rental housing license before submitting your application and documents.

RIGHT TO APPEAL NOTICE FROM CUSTOMER APPLICATION (RESIDENTIAL TENANT OR OCCUPANT)

Administrative Hearing Notice

You have the right to dispute this decision made by the Water Revenue Bureau. If you disagree with the decision(s) made, you must submit a petition form to the Office of Administrative Review (OAR) within 60 days of the date on this application. Forms can be requested from the OAR by calling 215-686-5216 or downloaded at:
http://www.phila.gov/trb/TRB_Petitions.html