

For a list of **required documents**, please follow this link to
 Tenant Water Customers: <https://www.phila.gov/documents/occupant-water-customer/>



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

Current Service Location	Application Date																																																																																																																
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Occupant Requirements

- One current, government-issued photo ID.
- 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.
- Evidence of occupancy or potential ownership. Evidence should include:
 - Administrator of estate document and/or letter of testamentary
 - Current utility bills for the property, in your name
 - Lease purchase agreements
 - Notarized letter of authorization to occupy property
 - An executor's certificate

The executor of the property or estate would need to file a Certificate of Death with the Department of Records, which is located in Room 180 in City Hall.

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