



Questions or need assistance? Contact:  
(202) 787-4044 or [lead@dcwater.com](mailto:lead@dcwater.com)

David L. Gadis, Chief Executive Officer

DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY | 1385 CANAL STREET, SE | WASHINGTON, DC 20003

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# *Right of Entry (ROE) Walkthrough Guidelines for filling and submitting your application*

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## Introduction

This guide provides a step-by-step walkthrough for filling out and submitting the DC Water Right of Entry (ROE) Agreement form using DocuSign. Following these instructions will ensure that the form is completed correctly and efficiently to schedule your Lead Pipe replacement.

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## Accessing the Form

### 1. Accessing the Form

To begin, access the form by clicking the public link: [DC Water ROE form](#)

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## Agreeing to Terms

### 2. Agreeing to Terms

After accessing the form, the DC Water agreement's terms and conditions will be displayed.

- If you agree to the terms, click "Proceed".
- If you do not agree, you can close the page at any time.

# Right of Entry Authorization for DC Water

Instructions:

Please complete all required fields or the Authorization Form will not be accepted.

This Right of Entry Authorization allows you to submit the form to DC Water.

[Proceed](#)

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## Entering Contact Information

### 3. Entering Contact Information

You will be required to enter the following contact details:

- Full name
- Valid email address
- Phone number

Click "Next" to proceed.

0% completed

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## Contact Information

Full Name \*

Please enter your full name

Email \*

Please enter your valid email address

Phone Number \*

Please enter a valid phone number

Finish Later

Back

Next

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## Entering Address Information

### 4. Entering Address Information

Next, you will be prompted to enter the following:

- Mailing Address – manually entered by the user
- Property Address – selected from a list

Click "Next" to continue.

25% completed



## Address Information

### Mailing Address \*

Please enter your mailing address

### Property Address \*

Please select one of the address

Finish Later

Back

Next

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## Adding Additional Information

### 5. Adding Additional Information

In this step, provide:

- Today's date by clicking the calendar icon
- Information on any hidden hazards at the property OR type None.

Click "Next" to proceed.

50% completed



## Additional Information

### Hidden Hazards \*

Please indicate if there are any potential risks inside the property that we should be aware of?

### Today Date \*

Please format as mm/dd/yyyy

Finish Later

Back

Next

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## Reviewing and Editing the Form




### 6. Reviewing the summary page

- Before submitting the form, a summary of all entered fields will be shown. Review the details carefully, and if needed, edit any specific field before moving on.
- Click Next

75% completed

## Summary

Please review the information you have entered:

<b>Contact Information</b> 
<b>Full Name</b> John Doe
<b>Email</b> johndoe@hotmail.com
<b>Phone Number</b> 202 859-9865
<b>Address Information</b> 
<b>Mailing Address</b> Test 123, North street, Washington DC 20002
<b>Property Address</b> 1440 U Street NW, Washington, DC 20009
<b>Additional Information</b> 
<b>Hidden Hazards</b> None
<b>Today Date</b> 10/23/2024

Finish Later

Back

Next

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## Check your email

**7. Check you remail for a link from DocuSign**



## You're almost done

Check your [johndoe@hotmail.com](mailto:johndoe@hotmail.com) email to review and sign your documents.





Adil Moutanabi sent you a document to review and sign.

**REVIEW DOCUMENT**

Dear ,

Thank you for completing the form. Your completed authorization form is attached to this email.

If you have any questions or need further assistance, please feel free to contact us.

Best regards,  
District of Columbia Water and Sewer Authority

## Signing the Form

### 8. Signing the Form

To finalize the form, follow these steps:

- Click "Review Document"
- Click the "Continue" button

View More

Please review the documents below

CONTINUE

OTHER ACTIONS ▾

Lead in water from lead or lead containing water pipes can be harmful to you and your family and/or residents. DC Water wants to replace lead water pipes because it is a step in lowering your and your family's and/or resident(s) risks of lead exposure, but we need your consent. This Right of Entry Authorization means you agree to allow DC Water and our Contractor to enter your private property to replace your lead water pipes with new copper water pipes for **Free, at No Cost to you**. This Authorization also means you agree to tell DC Water about any **hidden hazards** you know about on your private property that could prevent them from doing the work or harm the people replacing your pipes. **Please Note:** We also recommend you work with a licensed plumber to identify any other sources of lead pipes inside your building(s) and consider removing them as well.

**This is what DC Water's Contractor will do (See attached diagram):**

1. Turn off the water service to your building for about eight (8) hours;
2. Dig down near the District water main, meter, and at property line and remove/abandon your lead water pipe from the water main in the street, through your building wall or floor, to the pipe connection in your building;
3. Install a new **copper water pipe** from the District water main in street to your building, through the wall where the pipe comes in and connected to the water pipe in your building; and
4. Turn on water, fill holes made, restore area, and flush water from the outside hose connection, if possible.

**This is what you should expect:**

1. **Contractor will replace the lead water pipe with a copper water pipe at your private property at No Cost to you.** The workers will enter your private property and your building to do the replacement. They will first dig a hole to confirm the material of the water pipe near the property line. Once confirmed, they will follow the steps above, likely on a separate day. They will take photos and video before, during, and after installation.
2. **Contractor will try to leave your private property as close to how it was found or better.** Contractor may need to remove drywall, tiles, walls, fences, shrubs, sidewalks, driveways, stones, sod, flowers, plants or other permanent things on your property. Contractor will clean the interior work areas and do temporary and permanent restoration, that may include, if impacted: installing access panel(s); repairing sheet rock, drywall; spackling; prime and finish painting to match the original color; and resetting and replacing existing tile and cabinetry. The Contractor will clean the exterior work areas and do temporary and permanent restoration, that may include, if impacted: replacing brick, concrete, granite or asphalt curbs, sidewalk, pavement, driveway and retaining wall areas and overlay; and seeding, sodding, and plant replacement. The permanent restoration work will be scheduled at a different time. Contractor will try to avoid trees, shrubs, living plant(s) when possible, but are not responsible for any harm to grass, plants, etc. during the replacement process. DC Water and the Contractors cannot and will not help you move items on your property.
3. **DC Water may not perform this work if:** (1) there are **hidden hazards** that prevent the workers from replacing the pipe; (2) someone else owns the property and the owner **does not agree** to sign this Authorization; (3) You or an authorized person **do not allow** the Contractor to enter your property on the scheduled date; or (4) You or an authorized person are **not home** at the scheduled date and time and fail to reschedule the work.
4. **DC Water will provide a water pitcher that lasts 6 months to you or residents of your property to use after the replacement and instructions for you to follow for flushing your faucets to remove any lead particles.**

dcwater.com

- Click the "Start" button

START

DocuSign Envelope ID: 54C307B4-185F-42A1-B09D-D0997B88439D



Questions or need assistance? Contact:  
(202) 787-4044 or [lead@dcwater.com](mailto:lead@dcwater.com)

David L. Gadis, Chief Executive Officer

### RIGHT OF ENTRY AUTHORIZATION TO REPLACE WATER PIPE ON MY PROPERTY FOR **FREE**

Please complete all required fields or the Authorization Form will not be accepted.

Lead in water from lead or lead containing water pipes can be harmful to you and your family and/or residents. DC Water wants to replace lead water pipes because it is a step in lowering your and your family's and/or resident(s) risks of lead exposure, but we need your consent. This Right of Entry Authorization means you agree to allow DC Water and our Contractor to enter your private property to replace your lead water pipes with new copper water pipes for **Free, at No Cost to you**. This Authorization also means you agree to tell DC Water about any **hidden hazards** you know about on your private property that could prevent them from doing the work or harm the people replacing your pipes. **Please Note:** We also recommend you work with a licensed plumber to identify any other sources of lead pipes inside your building(s) and consider removing them as well.

**This is what DC Water's Contractor will do (See attached diagram):**

1. Turn off the water service to your building for about eight (8) hours;
2. Dig down near the District water main, meter, and at property line and remove/abandon your lead water pipe from the water main in the street, through your building wall or floor, to the pipe connection in your building;
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**This is what you should expect:**

1. **Contractor will replace the lead water pipe with a copper water pipe at your private property at No Cost to you.** The workers will enter your private property and your building to do the replacement. They will first dig a hole to confirm the material of the water pipe near the property line. Once confirmed, they will follow the steps above, likely on a separate day. They will take photos and video before, during, and after installation.
2. **Contractor will try to leave your private property as close to how it was found or better.** Contractor may need to remove drywall, tiles, walls, fences, shrubs, sidewalks, driveways, stones, sod, flowers, plants or other permanent things on your property. Contractor will clean the interior work areas and do temporary and permanent restoration, that may include, if impacted: installing access panel(s); repairing sheet rock, drywall; spackling; prime and finish painting to match the original color; and resetting and replacing existing tile and cabinetry. The Contractor will clean the exterior work areas and do temporary and permanent restoration, that may include, if impacted: replacing brick, concrete, granite or asphalt curbs, sidewalk, pavement, driveway and retaining wall areas and overlay; and seeding, sodding, and plant replacement. The permanent restoration work will be scheduled at a different time. Contractor will try to avoid trees, shrubs, living plant(s) when possible, but are not responsible for any harm to grass, plants, etc. during the replacement process. DC Water and the Contractors cannot and will not help you move items on your property.
3. **DC Water may not perform this work if:** (1) there are **hidden hazards** that prevent the workers from replacing the pipe; (2) someone else owns the property and the owner **does not agree** to sign this Authorization; (3) You or an authorized person **do not allow** the Contractor to enter your property on the scheduled date; or (4) You or an authorized person are **not home** at the scheduled date and time and fail to reschedule the work.

- Enter your initials
- Sign the agreement
- Click Finish

**Complete, Sign and Submit the Authorization Form:**

There are two copies of the form. Please fill out (Authorization and Hidden Hazards) and sign both copies of the form (below). Please keep one signed form for your records and submit the other to DC Water. Complete attachment if authorization is for more than one property. When we are ready to replace the lead water pipe, DC Water's Contractor will contact you with scheduling instructions. To submit the Authorization form:

Email a copy to [lead@dcwater.com](mailto:lead@dcwater.com) with the subject "Private Lead Service Line Replacement Project/Name and Address" or Mail one signed form to the following address:  
DC Water - Private LSL Replacement Project  
5000 Overlook Avenue, SW, COF Bldg., 5<sup>th</sup> Floor  
Washington, DC 20032

**Authorization (Select only one (1) of the following and please complete all sections):**

I read the Right of Entry Authorization and **AGREE** to allow DC Water and its Contractor on my property to replace the lead water pipe. I or the authorized person will be present during the time the work will be done.

I read the Right of Entry Authorization and **DO NOT** authorize DC Water or its Contractor on my property. I understand that lead exposure can cause serious health problems, especially for pregnant women and young children. Lead can damage the kidneys and brain and has been linked with deficiencies in neurodevelopment. I understand that adults with kidney problems and high blood pressure can be affected by low levels of lead more than healthy adults. Additionally, I understand that the cutting or other physical disturbance of the lead pipe during service line work causes a spike in lead released into my water. Therefore, although strongly encouraged, I **DO NOT** agree to replace the lead water pipe at the same time as the public replacement. Finally, I am aware that D.C. Law 22-0241 requires the disclosure of the lead water pipe material when my home is sold or rented.

Property Owner/Authorized Person Name: John Doe Email: mtrblocal@outlook.com  
The Authorized Person must submit a notarized letter from the property owner or other legal documentation authorizing the person to sign for the owner. Please contact LFDC if you have any questions.

Signature: [Signature] Date: 10/23/2024 Phone Number: 202 896-8456

Property Address: 2201 Rhode Is Mailing Address: Test 123, north street, Washingt  
 Attached Multiple Property Address List (if applicable)

**Hidden Hazards:**

It is very important that you tell DC Water and/or Contractor about any known **hidden hazards** or recent plumbing work on your private property that can prevent the work or injure the workers. Please list them here and if there are none, please write "None":

None

For questions or assistance, please contact Lead Free DC at:  
(202) 787 - 4044 or [lead@dcwater.com](mailto:lead@dcwater.com)

June 2024



## Receiving a copy of the PDF Agreement

### 8. Receiving the PDF Agreement

Upon successful submission, you will receive an email with the completed DC Water Agreement form attached in PDF format, including your signature. Please keep this copy for your records.



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

All parties have completed Your Right of Entry Authorization Form.

Dear ,

Thank you for completing the form. Your completed authorization form is attached to this email.

If you have any questions or need further assistance, please feel free to contact us.

Best regards,  
District of Columbia Water and Sewer Authority

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## Conclusion

### 9. Conclusion

You have now successfully completed the DC Water agreement form. If you encounter any issues or have questions, feel free to reach out to our support team for assistance. [lead@dcwater.com](mailto:lead@dcwater.com)

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