



## THIRD PARTY DESIGNATION AND NOTIFICATION FORM

In accordance with D.C. Law 22-104, the "Community Residential Facilities Third-Party Notice of Utility Disconnection Requirement Act of 2018" (the Act), the District of Columbia Water and Sewer Authority's Third Party Designation and Notification Form assists customers, such as assisted living residences, community residence facilities, or nursing facilities operating in the District of Columbia as defined by the Act, to designate another person or an agency to be the customer's Third-Party Contact. This designation authorizes the Third-Party Contact to receive a copy of any notification regarding the customer's past-due bill or notice of disconnection" because of a past-due bill.

The undersigned customer understands that authorizing DC Water to send a copy of the past-due bill and notice of disconnection to the Third-Party Contact will not delay or cancel a disconnection of service order, efforts to collect delinquent water and sewer charges, or the removal of any continuing lien pursuant to D.C. Code § 34-2407.02. The Third-Party Contact understands that the execution of this form does not imply any further liability or obligation by DC Water beyond the mailing of the "Past Due Bill" and "Notice of Disconnection."

### CUSTOMER INFORMATION

Account Number \_\_\_\_\_

Property Owner \_\_\_\_\_

Service Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

(Optional) By checking this box, I request to keep my address, telephone number, and account records confidential, except in circumstances that the information is required by law.

### THIRD PARTY INFORMATION

Name/Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature of Customer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Third Party \_\_\_\_\_ Date \_\_\_\_\_

### RETURN COMPLETED FORM TO:

Mail: DC Water and Sewer Authority  
 Attn. Customer Service  
 5000 Overlook Avenue, S.W.  
 Washington, D.C. 20032

E-mail: [customer.service@dcwater.com](mailto:customer.service@dcwater.com)  
 Fax: (202) 354-3711