

# Agency Lien Letter

December 1, 2020

**A lien will be filed against your property unless you take action now.**

Dear Water Customer:

Your water/sewer bill is currently delinquent. All outstanding delinquent charges on your water/sewer bill, meter and other water repair charges are subject to lien. You are hereby notified that if payment for the delinquency is not received by December 23, 2020, a lien will be placed thereafter against your property and you will be charged a \$91.45 Court imposed lien fee.

If you have any other questions, please feel free to contact us at (215) 685-6300. Our office hours are Monday through Friday from 8:00 AM to 5:00 PM.

Sincerely,

James M. Gilbert  
**Accounting Division**

**Account Number:**

7-001

**Service Address:**

[Redacted]

01 de Diciembre de 2020

## **Se impondrá un embargo preventivo contra su propiedad a menos que tome medidas ahora.**

Estimado cliente del Departamento de Agua:

Su factura por el servicio de agua/alcantarillado está actualmente en mora. Todos los cargos pendientes de morosidad en su factura de agua/alcantarillado sujetos a gravamen. Por la presente, se le notifica que si al 23 de Diciembre de 2020, no se recibe el pago por la morosidad, a partir de ese momento se aplicará un embargo preventivo contra su propiedad y se le cobrará una multa de embargo preventivo impuesta por el tribunal de \$91.45.

Si tienes alguna otra pregunta, no dude en comunicarse con nosotros al (215) 685-6300. Nuestro horario de atención es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Atentamente,

James M. Gilbert  
**División de Contabilidad**

Número de cuenta:

7-001

Dirección de servicio:

# Water Lien Letter

December 1, 2020

**A lien will be filed against your property unless you take action now.**

Dear Water Customer:

Your water/sewer bill is currently delinquent. All outstanding delinquent charges on your water/sewer bill are subject to lien. You are hereby notified that if payment for the delinquency is not received by December 23, 2020, a lien will be placed thereafter against your property and you will be charged a \$91.45 Court imposed lien fee.

If you have any other questions, please feel free to contact us at (215) 685-6300. Our office hours are Monday through Friday from 8:00 AM to 5:00 PM.

Sincerely,

James M. Gilbert  
**Accounting Division**

**Water Access Code:**

[REDACTED]

**Account Number:**

[REDACTED] 0-001

**Service Address:**

[REDACTED]

[REDACTED]

01 de Diciembre de 2020

## **Se impondrá un embargo preventivo contra su propiedad a menos que tome medidas ahora.**

Estimado cliente del Departamento de Agua:

Su factura por el servicio de agua/alcantarillado está actualmente en mora. Todos los cargos morosos pendientes en su factura por el servicio de agua/alcantarillado están sujetos a embargo preventivo. Por la presente, se le notifica que si al 23 de Diciembre de 2020, no se recibe el pago por la morosidad, a partir de ese momento se aplicará un embargo preventivo contra su propiedad y se le cobrará una multa de embargo preventivo impuesta por el tribunal de \$91.45.

Si tienes alguna otra pregunta, no dude en comunicarse con nosotros al (215) 685-6300. Nuestro horario de atención es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Atentamente,

James M. Gilbert  
**División de Contabilidad**

**Código de Acceso al Servicio  
de Agua:**

**Número de cuenta:**  
 0-001

**Dirección de servicio:**

Water Bill - Past Due

## Water/Sewer & Stormwater Bill

Please pay **\$2,109.48**

Questions?

[www.phila.gov/revenue](http://www.phila.gov/revenue)

(215) 685-6300 Monday-Friday, 8am-5pm

Customer Name:   
Service Address:   
Bill Date: February 11, 2021 (Bill Period: Jan 11, 2021 - Feb 09, 2021)

Account Number:  1-001  
Water Access Code:   
Bill Number: B0842636267  
Includes Payments Through: February 11, 2021

### Your Account

Water/Sewer/Stormwater balance at last bill	\$1,898.68
Meter & Repair Charge balance at last bill	\$195.00
No payment received	\$0.00
<b>Unpaid Balance</b>	<b>\$2,093.68</b>

### This Bill

Usage Charge (0 ccf, see page 2 for details)	\$0.00
Service Charge	\$0.00
Stormwater Charge (Period: 01/14/21 - 02/13/21)	\$15.80
Senior Citizen Discount	\$0.00
<b>Total Current Charges</b>	<b>\$15.80</b>
Total Account Balance	\$2,109.48

**Please Pay Now \$2,109.48**

### Past Due Balance

When your water bill is past due, your service is subject to shut-off. To avoid shut-off, pay your balance in full at one of our payment centers in the city. Payment information can be found on the back.

### Payment Types

Pay by phone (877) 309-3709; credit card or e-check at [www.phila.gov](http://www.phila.gov). Select water bill from pay menu options.

See back for more information and contact details →

See page 2 for your water usage →

Please fold and detach



**Paying by mail?**  
Send this coupon with your payment.  
See back for other ways to pay →


Account Number  
1-001

**Please pay \$2,109.48**

Late payment penalty \$10.28

Total amount due if paid after Mar 15, 2021 \$2,119.76



**007S**  CITY OF PHILADELPHIA  
DEPARTMENT OF REVENUE  
WATER REVENUE BUREAU

33372031521000084580060010011000021197600002109480070000100000000006

83-T-118 WBSM/00 (07/20) 000001

B0842636267 000001





83-T-118 WBSM00 P2 (07/20)

Customer Name:   
Service Address:   
Bill Date: February 11, 2021 (Bill Period: Jan 11, 2021 - Feb 09, 2021)

Account Number:  1-001  
Water Access Code:   
Bill Number: B0842636267  
Includes Payments Through: February 11, 2021

### Your Water Usage

If property was occupied during zero usage please call (215) 686-6880

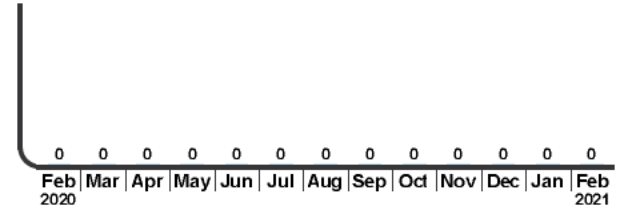
#### Meter Readings

Meter: 0494229    ERT: 0029669502    Service: 43R

February 09, 2021	estimate	549
January 11, 2021	estimate	549
<b>Total CCFs used</b>		<b>0</b>
<i>Approximate gallons used per day</i>		<i>0</i>

#### Usage History (ccf)

Actual Reading    Estimate



### Your Meter & Repair Charge Details

Replace frozen meter - Se; Service Date 02/07/2014;  
Lien# 14-140305-1    \$195.00

**Meter & Repair Charge Total Balance                    \$195.00**

B0842636267 000001



# Past Due Notice

**Questions:**

[www.phila.gov](http://www.phila.gov)

(215) 685-6300

Monday - Friday, 8am-5pm

**Reminder: Past due water balance**

February 8, 2021

Dear Customer,

We are writing to encourage you to get current on your past due water balance or request assistance. Your amount past due is \$2,889.14. Unpaid bills add up, and we don't want you to fall further behind. Please act now by:

- Paying your balance in full, or
- Setting up a payment agreement, or
- Applying for assistance.

Apply for assistance and get more information at [www.phila.gov/water-bill-help](http://www.phila.gov/water-bill-help), or make payments at [www.phila.gov/waterbill](http://www.phila.gov/waterbill).

You can also call our Contact Center at (215) 685-6300 to:

- Set up a payment agreement.
- Ask questions.
- Make payments by phone.

You can always pay online at <http://www.phila.gov/water-bill>. When you use eCheck, it's FREE. Check or money orders, payable to "City of Philadelphia," can be mailed to:

Water Revenue Bureau  
P.O. Box 41496  
Philadelphia, PA 19101-1496  
(Please include your water account number on any check or money order).

Bill payments fund all our operations and keep clean water flowing throughout our city.

Thank you.

**Water Access Code:**

[Redacted]

**Account Number:**

[Redacted] 2-001

**Service Address:**

[Redacted]

**Preguntas:**

[www.phila.gov](http://www.phila.gov)

**(215) 685-6300**

De lunes a viernes de 8am a 5pm

**Recordatorio: Su cuenta de agua  
tiene un saldo adeudado**

8 de febrero de 2021

Estimado usuario:

Por medio de esta carta pedimos que pague el saldo de su cuenta de agua, o que solicite ayuda. Su cantidad adeudada es de \$2,889.14. Las facturas impagas se acumulan y no queremos que esa cantidad siga aumentando.

Actúe hoy:

- Pagando el saldo en su totalidad, o
- Estableciendo un acuerdo de pago, o
- Solicitando asistencia.

Para obtener más información y solicitar asistencia, visite [www.phila.gov/water-bill-help](http://www.phila.gov/water-bill-help). Para efectuar un pago, visite [www.phila.gov/waterbill](http://www.phila.gov/waterbill).

También puede llamar a nuestro centro de atención al cliente, marcando el **(215) 685-6300**, para:

- Establecer un acuerdo de pago.
- Hacer preguntas.
- Efectuar pagos por teléfono.

Podemos atenderle en español.

Siempre puede pagar en nuestro sitio web: [www.phila.gov/water-bill](http://www.phila.gov/water-bill).

Si utiliza eCheck no hay costo adicional. Envíe cheques o giros postales, pagaderos a "City of Philadelphia," a la siguiente dirección postal:

Water Revenue Bureau

P.O. Box 41496

Philadelphia, PA 19101-1496

(Por favor escriba su número de cuenta de agua sobre su cheque or giro postal).

El pago de sus facturas sostiene nuestras operaciones y asegura agua limpia para toda la ciudad.

Muchas gracias.

**Water Access Code:**

[Redacted]

**Account Number:**

[Redacted] 2-001

**Service Address:**

[Redacted]

# Shut Off Notice

\*\*\* SHUT OFF NOTICE \*\*\*

- **Your water service will be shut off without further notice on or after 03/09/2020 unless you pay the PAY NOW amount.**
- Avoid the inconvenience and additional expense of a shut off by making payment immediately. If you have already made your payment, please disregard this notice.
- If your service is suspended, a Restoration Fee will be added to the balance due.
- A Visitation Fee is added to the balance due if we show up to suspend service and payment is made at the property.
- The PWD Customer Contact Center is available Monday through Friday, 8:00 AM to 5:00 PM. Call 215-685-6300.
- If you are a tenant who is not responsible for paying the water bill according to your rental agreement, you may have additional rights to prevent your water from being shut off. Please call the PWD Customer Contact Center at 215-685-6300.
- Suspension of water service may affect your fire suppression system if a single / combined domestic and fire service line serves the property.
- Struggling to pay your bill? You may qualify for our billing assistance program called TAP. Call 215-685-6300 for an application or visit [www.phila.gov/water-bill-help](http://www.phila.gov/water-bill-help)

City of Philadelphia  
 Department of Revenue  
 P.O. Box 41496  
 Philadelphia, PA 19101-1496

**SHUT OFF BILL**  
**WATER/SEWER**



YOUR WATER SERVICE IS SUBJECT TO SHUT OFF FOR NON-PAYMENT. FOR FURTHER INFORMATION SEE REVERSE SIDE OF THIS BILL.

YOU MAY PAY BY MAIL TO P.O. BOX 41496, PHILADELPHIA, PA 19101-1496, OR IN PERSON AT MSB 1401 JFK BLVD, CONCOURSE LEVEL, PHILADELPHIA, PA, OR AT ONE OF OUR SERVICE CENTERS.

MAKE CHECKS PAYABLE: CITY OF PHILA.

PRINCIPAL	PENALTY	BILL DATE	CODE SEE ORIG. BILL	AMOUNT BILLED
73.37	0.00	19-02		73.37
104.89	0.00	19-10		104.89
233.15	0.00	19-12		233.15
128.26	0.00	20-01		128.26

**PAY NOW \$539.67**

IF YOU HAVE ANY QUESTIONS CALL 215-685-6300 IMMEDIATELY.

SERVICE **41R** WATER ACCESS CODE **098765432**

RETAIN THIS PORTION OF BILL IF YOUR PAYMENT IS MAILED.

JANE DOE  
 1234 HARRIET LN  
 MALVERN PA 19355

ACCOUNT NUMBER  
 0901234500316001

PRESENT BOTH PORTIONS WHEN PAYING IN PERSON.

OWNER'S NAME AND PROPERTY BILLED (IF OTHER THAN ABOVE)

JANE DOE  
 316 BAYVIEW TERR

BILL INCLUDES PAYMENTS RECEIVED ON OR BEFORE DATE OF THIS NOTICE:

➤ 02/03/20

**DETACH HERE**

83-T-118R (REV.02/19) WBS000

ACCOUNT NUMBER	DIST.	SEW%	BILL DATE	SERVICE	CODE	PRINCIPAL	PENALTY	AMOUNT BILLED
0901234500316001								
			19-02	41R		73.37	0.00	73.37
			19-10	41R		104.89	0.00	104.89
			19-12	41R		233.15	0.00	233.15
			20-01	41R		128.26	0.00	128.26

JANE DOE  
 1234 HARRIET LN  
 MALVERN PA 19355

OWNER'S NAME AND PROPERTY BILLED (IF OTHER THAN ABOVE)

JANE DOE  
 316 BAYVIEW TERR

**SHUT OFF BILL**  
**WATER/SEWER**

**PAY NOW \$539.67**

3337200000999012345003160017000005396700000539670390000100000000009

MAIL THIS PORTION OF BILL ONLY



IF NOT PAID, ADDITIONAL PENALTY WILL BE ADDED TO THE NEXT REGULAR BILL. DO NOT STAPLE, PIN, OR FOLD.

City of Philadelphia  
 Department of Revenue  
 P.O. Box 41496  
 Phila., PA 19101-1496

**TO STOP THE WATER SHUT OFF**

You must do one of the following on or before the shut off date:

**IF YOU ARE A TENANT WHO IS NOT A CUSTOMER**

You may apply at the WRB for continued service under USTRA (the Utility Service Tenants Rights Act, 68 P.S. §399.1 et seq.), if the Authorized User is an USTRA Tenant.

**IF YOU ARE A CUSTOMER (OWNERS AND TENANTS)**

1. Pay the amount shown on the front of this notice; or
2. Make a payment agreement; or
3. Pay all amounts past due on the most recent payment agreement; or
4. Enroll in the Tiered Assistance Program (TAP) or other customer assistance program; or
5. Complete such other steps as may be required as specified in a Notice of Defect issued by the Water Department.

**YOU HAVE A RIGHT TO A HEARING BEFORE YOUR WATER IS SHUT OFF.****TO REQUEST A HEARING:**

1. You may request an Informal Hearing (IH) within ten (10) days if a dispute exists as to any matter described in Section 100.7(a) of the Water Department Regulations. You can request an IH form by calling our Contact Center at (215) 685-6300 or by visiting one of our Service Centers. Mailed requests for hearings are permitted, but must be received by the Water Revenue Bureau on or before this date.; or
2. You may submit a petition form to the Tax Review Board (TRB) within 60 days of the date of this notice. Forms can be requested from the TRB by calling (215) 686-5216 or downloaded at: [http://www.phila.gov/trb/TRB\\_Petitions.html](http://www.phila.gov/trb/TRB_Petitions.html).

You will be notified by the Water Revenue Bureau or the TRB of the time and place of the hearing.

**IF YOU REQUEST A HEARING, YOUR WATER SERVICE WILL BE CONTINUED UNTIL A FINAL DECISION HAS BEEN MADE.**

**CALL 215-685-6300 IF YOU ARE ILL OR OTHERWISE CANNOT GO TO THE WATER REVENUE BUREAU IN PERSON OR IF YOU NEED FURTHER INFORMATION OR EXPLANATION OF YOUR RIGHTS.**

3118S (Rev. 02/19) WBSO01

**PARA DETENER LAS INTERRUPCIONES EN EL SUMINISTRO DE AGUA**

Usted debe tomar una de las siguientes medidas en la fecha de interrupción del suministro de agua o con anterioridad a ella:

**SI ES INQUILINO PERO NO ES CLIENTE**

Debe solicitar la continuación del servicio en la Oficina de Recaudaciones por Servicios de Agua (Water Revenue Bureau, WRB) de conformidad con USTRA (Ley de Derechos de los Inquilinos sobre los Servicios Públicos, 68 P.S. §399.1 et seq.), si el Usuario Autorizado es un Inquilino según USTRA.

**SI ES CLIENTE (PROPIETARIOS E INQUILINOS)**

1. Pague el monto que se muestra en el anverso de este aviso; o
2. Haga un acuerdo de pago; o
3. Pague todos los montos adeudados en el acuerdo de pago más reciente; o
4. Inscribáse en el Tiered Assistance Program (Programa de Asistencia en Niveles, TAP) u otro programa de asistencia a clientes; o
5. Complete los pasos que puedan ser obligatorios según se especifica en un Aviso de Defecto emitido por el Departamento de Agua (Water Dept).

**USTED TIENE DERECHO A UNA AUDIENCIA ANTES DE LA INTERRUPCIÓN DEL SERVICIO DE AGUA.****PARA SOLICITAR UNA AUDIENCIA:**

1. Puede solicitar una Audiencia Informal (IH) en el plazo de diez (10) días si existe una disputa relacionada con cualquier asunto descrito en la Sección 100.7(a) de la Normativa del Departamento de Agua. Puede solicitar un formulario IH llamando a nuestro Centro de Contacto al 215-685-6300 o visitando uno de los centros de servicio. Se permiten solicitudes para audiencias enviadas por correo, pero deben ser recibidas por la Oficina de Recaudaciones por Servicios de Agua en esta fecha o con posterioridad a ella; o
2. Puede presentar un formulario de petición ante la Junta de Revisión Fiscal (Tax Review Board, TRB) en el plazo de 60 días a partir de la fecha de este aviso. Los formularios se pueden solicitar en la TRB llamando al (215) 686-5216 o se los puede descargar en: [http://www.phila.gov/trb/TRB\\_Petitions.html](http://www.phila.gov/trb/TRB_Petitions.html)

La Oficina de Recaudaciones por Servicios de Agua o la TRB le comunicarán la fecha y el lugar donde se llevará a cabo la audiencia.

**SI SOLICITA UNA AUDIENCIA, SU SERVICIO DE AGUA CONTINUARÁ HASTA QUE SE HAYA TOMADO UNA DECISIÓN FINAL.**

**LLAME AL 215-685-6300 SI ESTÁ ENFERMO O POR ALGUNA OTRA RAZÓN NO PUEDE CONCURRIR A LA OFICINA DE RECAUDACIONES POR SERVICIOS DE AGUA EN PERSONA O SI NECESITA MÁS INFORMACIÓN O UNA EXPLICACIÓN DE SUS DERECHOS.**

Tenant Payment Agreement Breach  
Notice to Owner



Dear Property Owner:

This notice is to inform you that \_\_\_\_\_, your tenant / occupant residing at \_\_\_\_\_ [\_\_\_\_\_ 3001] has a delinquent balance in the amount of \$497.51. The tenant / occupant entered into a payment agreement on 02/08/21, and is paying according to the term of the agreement.

As the owner of the property, payment of these past due charges ultimately remains your responsibility. You will be informed if the status of the agreement changes to a breach, and the unpaid charges become immediately due.

If you have any questions or require additional information regarding this matter, you may contact this office at (215) 686-6880. Our office hours are Monday through Friday from 8:00 A.M. to 5:00 P.M.

Sincerely,

Customer Service Division  
Water Revenue Bureau

Tenant Payment Agreement Notice to  
Owner

Dear Property Owner:

This notice is to inform you that \_\_\_\_\_, your tenant / occupant residing at \_\_\_\_\_ [ \_\_\_\_\_ 8001] has a delinquent balance in the amount of \$389.30. The tenant / occupant entered into a payment agreement on 02/01/21, but has breached the terms of the agreement.

As the owner of the property, payment of these past due charges ultimately remains your responsibility. You are advised that payment must be made immediately to prevent termination of water service.

**YOUR IMMEDIATE ATTENTION IS REQUIRED.**

You may contact this office at (215) 686-6880. Our office hours are Monday through Friday from 8:00 A.M. to 5:00 P.M.

Sincerely,

Account Analysis Unit  
Customer Service Division  
Water Revenue Bureau

# USTRA Shut Off Notice



CITY OF PHILADELPHIA  
DEPARTMENT OF REVENUE  
WATER REVENUE BUREAU

WATER SHUTOFF NOTICE

3/12/2020



**RE: City of Philadelphia / Water Revenue**

RCB Case Number: 0000986243

Account Number:

Batch: CM20200312 - 84869

**Total Due:**

Dear

PROPERTY ADDRESS:

1. You owe \_\_\_\_\_ for water service at the above property.
2. Water service for \_\_\_\_\_ will be shutoff on or after \_\_\_\_\_
3. Under the law you must:
  - a. Provide the name(s) and address(es) of the affected tenant(s), within seven (7) days of receipt of this notice OR
  - b. Pay the amount owed OR
  - c. Get into a payment agreement.
4. We will tell your tenant(s) at the above property of the proposed shutoff on or after \_\_\_\_\_
5. We will tell your tenant(s) at the above property of their rights under Pennsylvania Utility Service Tenants Rights Act (USTRA).
6. As a landlord customer, you have the right to dispute this debt with the Tax Review Board. Filing a petition within seven (7) days will stay your obligation to provide tenant information until the Board rules on your petition. For questions about the petition please call the Board at (215) 686-5216.

**A copy of this notice must be attached to your petition.**

Not providing the name(s) and address(es) of the affected tenants(s) may result in a civil penalty of up to \$500 per day for each day. In addition, a court may charge you for our reasonable attorney fees if we must obtain the names and addresses of the affected tenants without your cooperation.

**MEDICAL EMERGENCY NOTICE**

Let us know if someone living at the property is seriously ill or has a medical condition. WE MAY NOT SHUT OFF THE SERVICE if you:

1. Have a licensed physician or nurse practitioner certify by phone or in writing that such an illness exists and that it may be aggravated if the service is shut off. Written certification is needed within seven (7) days; AND
2. Make arrangements to pay this bill. You must provide us with household income and occupant information to determine the payment terms while protected under the medical certification.

If you dispute any of the above information, need an explanation of what to do, or would like to find out about possible payment arrangements, please call (215) 288-6800 or visit our offices:

**Revenue Collection Bureau, Inc.  
5900 Torresdale Avenue  
Philadelphia, PA 19135**

**\*\*THIS IS AN ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE\*\*  
\*\*NO CASH PAYMENTS ACCEPTED\*\***



**CITY OF PHILADELPHIA  
DEPARTMENT OF REVENUE  
WATER REVENUE BUREAU**

**WATER SHUTOFF NOTICE**

Required by the Pennsylvania Utility Service Tenants Rights Act.68 P.S. 399.1 et seq.

RCB Case Number: 0000986243

Account Number:

Property Address:


Philadelphia, PA 19115

Tenants Name	Tenant Address, Apartment #

\_\_\_\_\_  
Landlord / Agent Signature

\_\_\_\_\_  
Date

Return this form to  
Revenue Collections Bureau  
5900 Torresdale Avenue  
Philadelphia, PA 19135

**CITY OF PHILADELPHIA** Revenue Collection Bureau, Inc  
5900 Torresdale Ave., Phila. PA 19135 

**OFFICE OF ADMINISTRATIVE REVIEW/TAX REVIEW BOARD**

**PETITION FOR APPEAL**

**Philadelphia Water Department/Water Revenue Bureau Appeals Only**

**SUBMIT ORIGINAL AND 2 COPIES**

*SEE INSTRUCTIONS. CLEARLY PRINT OR TYPE ALL INFORMATION.*

PETITIONER'S NAME <i>(First Name, Middle Name, Last Name)</i>		RECEIVED ON <i>(Office use only)</i>	
BUSINESS NAME		SOCIAL SECURITY NUMBER	
MAILING ADDRESS		FEDERAL EMPLOYER IDENTIFICATION NO.	
CITY		STATE	ZIP CODE
PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS	

PROPERTY ADDRESS

REVENUE ACCOUNT/BILL #	DATE OF BILL/DECISION	REFUND T#	DATE OF DENIAL LETTER
------------------------	-----------------------	-----------	-----------------------

TYPE OF APPEAL FOR OFFICE OF ADMINISTRATIVE REVIEW

PAYMENT AGREEMENT ELIGIBILITY  REJECTION OF APPLICATIONS FOR SERVICE  WATER SHUTOFF  OTHER \_\_\_\_\_

TYPE OF APPEAL FOR TAX REVIEW BOARD

PRINCIPAL  PENALTY/LIEN FEE  REFUND APPEAL  IWRAP  HELP LOAN  OTHER \_\_\_\_\_

APPEAL TYPE	CYCLE MONTH/YEAR	PRINCIPAL	PENALTY	LIEN	TOTAL
TOTALS					

REASON FOR THIS APPEAL *(Be brief and concise. Do not use reverse - attach additional sheets, if necessary, to the back of this appeal.)*

NAME OF REPRESENTATIVE <i>(if one is used.)</i>	PHONE NUMBER	FAX NUMBER	
MAILING ADDRESS	CITY	STATE	ZIP CODE

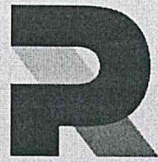
*I HEREBY CERTIFY that the statements contained herein and in any supporting schedule or exhibit are true to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to penalties as prescribed by law.*

PETITIONER'S SIGNATURE	TITLE	DATE
------------------------	-------	------

<p>MAIL COMPLETED PETITION TO:</p> <p>CITY OF PHILADELPHIA Office of Administrative Review/Tax Review Board 100 SOUTH BROAD STREET - ROOM 400 PHILADELPHIA, PA 19110 OR FAX: 215-686-5228</p>	<p>FOR ASSISTANCE CALL:</p> <p>215-686-5216</p>
	ASSIGNED DOCKET # <i>(Office use only)</i>

# Shut Off Posting





CITY OF PHILADELPHIA  
DEPARTMENT OF REVENUE  
WATER REVENUE BUREAU

# WATER SHUTOFF NOTICE

Required by the Pennsylvania Utility Service Tenants Rights Act. 68 P.S. 399.1 et seq.

Apply label here

Avery US Letter, 5262 Mailing Labels

Apply label here

Avery US Letter, 5262 Mailing Labels

***YOUR LANDLORD HAS NOT PAID THE WATER BILL FOR YOUR BUILDING. THE WATER REVENUE BUREAU (WRB) IS TRYING TO COLLECT THIS BILL FROM YOUR LANDLORD. THE WRB HAS NOTIFIED YOUR LANDLORD THAT THE WATER SERVICE IN YOUR BUILDING WILL BE SHUT OFF.***

*IF YOU DO NOT FOLLOW THE STEPS BELOW, WATER SERVICE WILL BE SHUT OFF ON OR AFTER*

---

***YOU HAVE A LEGAL RIGHT TO KEEP THE WATER ON! READ THESE STEPS CAREFULLY. FOLLOW THEM AND WRB WILL NOT SHUT OFF THE WATER SERVICE.***

1. Your landlord has been advised that \$\_\_\_\_\_ is owed for the last 30-day bill.
2. You must, by yourself or with other tenants, pay the above amount in full, directly to the Revenue Collection Bureau (RCB) with a certified check or money order only, payable to "Water Revenue Bureau," or your water service will be shut off.
3. You must make payments to RCB, payable to "Water Revenue Bureau" each month if you want to keep your water on. RCB will mail you a payment coupon each month.
4. As per Philadelphia Water Department Regulations, Section 100.3 USTRA Tenant Rights (b)(1)(C), you must, by yourself or with other tenants, also provide satisfactory written evidence that you are a tenant in the building, by providing RCB with copies of the following:
  - Your current lease or rent receipts for the last six (6) months, and
  - TWO (2) utility bills (any combination of gas, electric, telephone or cable) billable to the address above, and
  - Current, valid Photo ID
5. You can deduct your monthly payment from your rent. You do not have to pay more than one month's rent for this bill. This is your legal right as a tenant and your landlord cannot prevent this or take action against you.
6. If your landlord takes action against you due to non-payment or reduction of rent paid for your water bill, a court could award you monetary damages.
7. RCB will tell your landlord how much each tenant has paid when your payment is received.
8. You can request a tenants' meeting where we would explain your rights and answer your questions.

For further information, or if you need an explanation of what to do, please contact RCB using the information below.

## TO STOP SHUTOFF CONTACT

REVENUE COLLECTIONS BUREAU

5900 Torresdale Avenue

Philadelphia, PA 19135

(215) 288-6800

Office Hours: 8:30AM-5:00PM, Monday through Friday



City of  
Philadelphia

Commissioner Frank Breslin  
Chief Revenue Collections Officer