

Important Information about Buying and Selling Property in NYC

If you are buying property in New York City it is important to request a Property Transfer Meter Reading (or title reading) prior to the closing. To protect yourself from charges incurred by the seller you must obtain the reading thirty (30) days prior to the closing. Buyers should have their legal representative request that the seller obtain this title reading thirty days prior to the closing.

Here are six important things to keep in mind:

- 1 [Request a title water meter reading from DEP prior to closing.](#)
You must request a title meter reading at least a month in advance of the closing. Don't become responsible for services you didn't use. Call DEP at (718) 595-7000 to schedule a title reading.
- 2 [Sellers need to stop automated bill payments before the sale is final.](#) Visit nyc.gov/dep or email us at customerservice@dep.nyc.gov for more information.
- 3 [Sellers who have opted to participate in the Service Line Protection Program](#) should visit nyc.gov/dep or call (888) 300-3570 to cancel their service line protection coverage.
- 4 [Sellers must unenroll from My DEP Account before the sale is final.](#) Unenroll to stop receiving leak notifications and paperless bills. Visit nyc.gov/dep or email us at customerservice@dep.nyc.gov for more information.



5 Take advantage of Automated Meter Reading (AMR) Technology.

Buyers can visit nyc.gov/dep and sign up for My DEP Account. My DEP Account allows you to view your water consumption, detect costly leaks and pay your bills online. Email us at customerservice@dep.nyc.gov for more information.

6 Buyers—don't forget to file a Customer Registration Form.

This form provides DEP with the appropriate mailing information for water and sewer bills. Visit nyc.gov/dep or email us at customerservice@dep.nyc.gov for more information.



DEP Offices and Contact Information

Monday-Friday 9am – 5pm

Bronx – 1932 Arthur Avenue – 6th Floor
(718) 466-8445

Brooklyn – 250 Livingston Street – 8th Floor
(718) 923-2652

Manhattan – 1250 Broadway – 8th Floor
(212) 643-2769

Queens – 96-05 Horace Harding Exp. 1st Floor
(718) 595-4818

Staten Island - 60 Bay Street – 6th Floor
(718) 876-6836



New York City
Department of Environmental Protection

Bill de Blasio, Mayor
Emily Lloyd, Commissioner