



Conversion from Metered Charges to Multi-family Conservation Program: Application Check List

Please check off the items below before submitting your Multi-family Conservation Program (MCP) application to DEP:

- DEP approved meter(s) and AMR device(s) have been installed on all relevant properties
- I am not more than 30 days delinquent on my water and sewer charges or am in a valid installment payment agreement
- None of the buildings have been enrolled in the MCP within the past two years
- All buildings to be included in the MCP are predominantly residential
- I have installed a separate business premises meter for all high-use commercial tenants (laundry, medical, food or beverage-related businesses) to satisfaction of DEP
- I have verified that at least 70% of all the water using fixtures in my building(s) are high efficiency fixtures (1.6 gallons per flush or less, 2.5 gallons per minute for showerheads and faucets)
- All known leaks have been repaired
- I have filled out the application in a legible manner
- I have included a certificate of occupancy and laundry room contract showing expiration or renewal date if applicable
- If I am an Authorized Representative and not the property owner, I have included a letter of authorization with specific authorization to select the billing basis for the property