



**City of Houston  
Department of Public Works and  
Engineering  
Name Transfer Authorization Form**

The attached form (**original – not a copy**) can be submitted only when a Wastewater Capacity Reservation has been obtained and an Impact Fee paid. It may be utilized to transfer all or a portion of the wastewater capacity to a new property owner. It may not be used to transfer capacity from one site to another.

The Name Transfer Authorization Form should be notarized and signed by both property owners. A recorded deed, title report, title opinion or title insurance policy for the property must accompany the Name Transfer request. In addition, copies of the Wastewater Capacity Reservation Letter, Impact Fee Receipt (or Capital Recovery Charge Receipt), site plan of the land under consideration and a \$15.00 processing fee are required. Please note, a new Wastewater Capacity Reservation Letter will not be issued. A Name Transfer Receipt will be issued that represents the City's acknowledgement of the transfer of capacity.

Please submit the Name Transfer Authorization Form and all attachments to the following:

City of Houston  
Department of Public Works and Engineering  
Impact fee Administration  
P.O. Box 2688  
Houston, Texas 77252-2688

Or you may submit the form in person at the following location:

Houston Permitting Center  
1002 Washington Avenue, 3<sup>rd</sup> Floor  
Houston, Texas 77002

Should you have any questions, please contact Mr. Rudy Moreno, Jr. at (832) 394-8986 or Ms. Christine Robinson at (832) 394-8989. You may fax inquiries to (832) 394-9607.



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I, \_\_\_\_\_, as Capacity Owner, authorize the transfer of \_\_\_\_\_ gallons per day/service units per day from Impact Fee/Capital Recovery Charge Receipt No. \_\_\_\_\_ and/or Reservation No. \_\_\_\_\_ to the following:

\_\_\_\_\_  
Print Name of Receiving Individual or Company

\_\_\_\_\_  
Signature of Receiving Individual or Company Representative

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

The State of Texas     §  
County of Harris     §

I, \_\_\_\_\_, being duly sworn, hereby affirm that I have read the above Statement of Transfer of Wastewater capacity, that I have knowledge of the facts herein, and that all matters stated herein are true and correct.

\_\_\_\_\_  
Signature of Capacity Owner

Subscribed and Sworn to before me on \_\_\_\_\_, 20\_\_\_\_.

My Commission expires on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County, Texas