Print Form

CITY OF HOUSTON

Public Works and Engineering Department

Utility Customer Service
P.O. Box 4863
Houston, Texas 77210-4863
www.houstonwater.org

Commercial / Multi-Family Water/Wastewater Service Application Information

Welcome to the City of Houston and thank you for your interest in establishing a water/wastewater account with Utility Customer Service.

In addition to a completed Commercial/Multi-Family service application, the following information is required on all new water/wastewater accounts. Please read the following information carefully:

NO APPLICATION WILL BE TAKEN IN THE NAME OF LESSEE OR TENANT ON MULTI-FAMILY/MULTI-UNIT ACCOUNTS.

- Owners: Property owners must provide a copy of the recorded deed to establish water service. If initiating service on same day of closing, a copy of the signed notarized deed with description of property/exhibit **A** will be accepted, pending receipt of the recorded deed within 60 days from service initiation date.
- Lessee: Valid lease agreement must include the page indicating names, address and telephone numbers of lessor and lessee, length of lease, page showing the lessee is responsible for water/wastewater service, and signature pages signed by both lessor and lessee. Handwritten lease agreements must be notarized.
- Security Deposits: Per City Ordinance 47-68, Section C - Service will not be initiated until the deposit requirement is paid in full. Effective March 12, 2009, Water Customer Service is no longer waiving security deposits. For deposits totaling $5000.00 or greater, a sample copy of the City of Houston's Surety Bond Form or an Irrevocable Letter of Credit is attached. If payment is by surety bond or letter of credit, one third of the deposit **MUST** be paid at the time of application and the Irrevocable Letter of Credit or Surety Bond **MUST** be received in our office within thirty (30) days or service may be terminated without further notice.
- Accounts activated greater than sixty (60) days from date of responsibility (per Deed or Lease) will be charged a failure to make application fee of $33.02 and may be subject to back-billed charges for consumption used.

Completed applications and the required documentation may be submitted via fax at 713-371-1057, via e-mail at ucscomm@houstontx.gov, or mailed to Commercial Connects, First Floor, 4200 Leeland, Houston, Texas 77023-3016.

Deposits may be paid via telephone at 713-371-1400, Quick Pay through our website at www.houstonwaterbills.org, at any local grocery store payment center, or Western Union. Payment may also be mailed to Commercial Connects, First Floor, 4200 Leeland, Houston, Texas 77023-3016.

For additional information, please visit our website at www.houstonwaterbills.org.

CITY OF HOUSTON
Application for Water/Wastewater Services

This application is for Residential, Multi-Family, Commercial, Government and Church customers requesting to initiate a new water service account (s) or establish additional service. Please complete all blanks. Incomplete forms may delay the application process or result in the denial of service.

NO APPLICATION WILL BE TAKEN IN THE NAME OF LESSEE OR TENANT ON MULTI-FAMILY/MULTI UNIT ACCOUNTS

I. General Information:

Select the account type you wish to establish: Single Family Residential ☐ Government ☐ Commercial ☐ Church/Non Profit ☐ Multi-Family ☐

If Multi-Family Units, please indicate the number of apartments/units: _____

Today's Date: _____ Date of Deed or Lease: _____ Request Date for Service: _____

Name on Deed or Lease (Name on Account): _____

Federal Tax ID No.: _____ SS No.: _____

State Tax ID No.: _____ State Issued: _____

Driver's License No.: _____ State Issued: _____

Service Address: _____ City: _____ State: _____ Zip+4: _____

Day Phone: _____ Evening Phone: _____ Fax Number: _____

Cell Phone: _____

E-mail Address: _____

Name of Owner/Landlord: _____

Address: _____ City: _____ State: _____ Zip+4: _____

Day Phone: _____

E-mail Address: _____

Gated properties require Security Gate Pass _____

Is there a fire line associated with this account? Yes ☐ No ☐

If yes, select the type of fire line: Metered ☐ Unmetered ☐

Are there additional meters associated with this service address? Yes ☐ No ☐ If yes, list additional meters below.

Service Address	Account Number

Do you have other water accounts with the City of Houston? Yes ☐ No ☐

If yes, please list additional service address(s) under Section V.

II. Mailing Address: (If different from service address)

Attention: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip+4: _____

III. Authorized Payment Agent: Provide copy of management agreement with application.

Company or Contact Name: _____

Address: _____ City: _____ State: _____ Zip+4: _____

Day Phone: _____ Fax No.: _____ Cell Phone: _____

Email Address: _____

IV. Property/Business Type: Property Type/Property Information.

Please check any of the following as it relates to the business type or property:

Church: ☐ **Non-Profit, per IRC Section 501 (c) (3)** ☐

Please note, depending on the type of account a recorded deed will be required to establish water service.

Commercial: Multi-Family:

- One Unit ☐
- Two Units ☐
- Three or More ☐
- Strip Center ☐
- Shopping Center ☐
- Hotel/Motel ☐
- Bank Building ☐
- Restaurant/Bakery ☐
- Industrial Laundry ☐
- Laundromat ☐
- Plater ☐
- Mortuary ☐
- Car Wash ☐
- Auto Repair/Svc Station ☐

- Two Units ☐
- Three Units ☐
- Four Units ☐
- Condo/Townhouse ☐
- Apartments ☐
- Trailer Park ☐

Governmental:

- County Government ☐
- State Government ☐
- Federal Government ☐
- City Government ☐

Educational:

- Private School ☐
- Private College ☐
- Public School ☐
- Public College ☐

Business Types: DBA: Yes ☐ No ☐ DBA Name: _____

General Partnership

Ltd. Partnership ☐ EIN#: _____ General Partner's Name: _____

Partnership/Joint Venture ☐ EIN#: _____ General Partner's Name: _____

LLC ☐ EIN#: _____ General Partner's Name: _____

Sole Proprietor/DBA ☐ SS#: _____ Owner's Name: _____

Corporation ☐ EIN#: _____

Home Owner's Association Name: _____ Articles of Incorporation required.

V. Additional City of Houston Accounts:

Service Address	Account Number

VI. Confidentiality/Acknowledgement:

Public Information Awareness: Information we receive may be considered public information, which is subject to disclosure under Texas law. If you would like your records kept confidential, please check here: ☐

§PLEASE READ BEFORE SIGNING§

I understand that the City of Houston shall have the right to terminate water/wastewater service if any of the information supplied is determined to be false or untrue. In addition, I understand and agree that the City of Houston, through its authorized employees, shall have access to its equipment at all reasonable times for the purpose of reading meters and inspection/testing, repairing/replacing any equipment which is the property of the City of Houston. If such equipment is located where an electronic security system is required, the City of Houston shall be supplied the security pass code for access to property. I understand all accounts are subject to being backed billed according to the execution date of the deed or the commencement date of the lease and a fee of $33.02 will be applied. In addition, I understand that I am responsible for all minimum bills regardless if the water is used or not. I understand water service maybe terminated if the required security deposit and/or monthly bills are unpaid. I understand in accordance to City of Houston Code of Ordinance 47-39, if I no longer desire water service to be furnished to said property as noted by this application request, it is my responsibility to notify the department at least two days prior to the time I desire premises to be disconnected. I understand it is my responsibility to notify the department of any changes regarding my contact information such as: Mailing address, telephone number(s) or e-mail address.

By signing below, I acknowledge that I am the authorized business representative and it is my responsibility to establish water/wastewater service with the City of Houston and all information is true and correct. I agree to comply with all Water Customer Service Policies and Ordinances as governed by the City of Houston Water and Sewer Code of Ordinances Chapter 47 Sections I-XXI, as they currently read or updated and revised by City Council.

I am the: Owner ☐ Agent ☐ Tenant ☐

Printed Name _____ Title _____

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY

For WCS Office Use Only

Primary Account No.: _____

Tax ID Verified: Yes ☐ No ☐ **State:** _____ **Good Standing:** Yes ☐ No ☐

Amount of Deposit: _____ **Deposit Paid:** Yes ☐ No ☐ **Payment Type:** Cash ☐ Check ☐

Surety Bond: ☐ **Surety Bond/Bank No.:** _____ **Letter of Credit:** ☐ **LOC No.:** _____

1/3 Payment Amount: _____ **Paid 1/3:** Yes ☐ No ☐ **2/3 Balance Amount:** _____

Backdate: Yes ☐ **No** ☐ **If yes,** _____ **period to** _____ **period. Amount:** _____

All accounts associated with this connect have been verified: Yes ☐ **No** ☐

Is TU & Code correct on all accounts for application? Yes ☐ **No** ☐ **If no, FWO issued / Correct TU:** _____

Employee Initials: _____ **Supervisor Initials:** _____