



UTILITY BILLING & COLLECTIONS - WATER SERVICE APPLICATION FORM

Town of Addison
Financial and Strategic Services
utilityportal@addisontx.gov

Telephone: (972) 450-7081
Fax: (972) 450-7074
Website: www.addisontx.gov

Today's Date		Desired Service Start Date	
Service Address			
Billing Name		Do you own or rent?	
Billing Address		City	State Zip Code
Property Owner's Name (if different than Billing Name)			

RESIDENTIAL SERVICE ONLY

Home Phone Number ()	Work or Alternate Phone Number ()	Employer's Name
Drivers License Number	Social Security Number	Spouse or Other Applicant's Name
Emergency Contact		Emergency Contact Phone Number ()

COMMERCIAL SERVICE ONLY

Company Name		Company Phone Number ()	
Company Address (if different than Service or Billing Address)		City	State Zip Code
Billing Contact		Phone Number ()	
Type of Business		Estimated Number of Employees	
Emergency Contact		24-Hour Phone Number ()	
Do you manufacture a product on site (circle one)?		Yes or No	

Signature acknowledges customer's understanding and agreement to terms of service as stated in Chapter 82 Utilities of the Code of Ordinances of the Town of Addison.

APPLICANT'S SIGNATURE

DATE

**Send your completed application and applicable deposit to:
Town of Addison Utility Billing and Collections
P.O. Box 9010, Addison, TX 75001-9010
or fax to (972) 450-7074
For questions please call (972) 450-7081**

PRIVACY PROTECTION AGREEMENT

A change has been made by the Texas Legislature to the Open Records Act and it applies to Utility Billing. This change gives you the right to request that your personal information (address, telephone number or social security number) not be made available to the public.

You may exercise this right by signing below and returning this form to the Town of Addison Financial & Strategic Services Department, PO Box 9010, Addison, TX 75001-9010 or physical location of 5350 Belt Line Road.

I request that my personal information be kept confidential as defined in House Bill 859. This Act (House Bill 859) is effective as of September 1, 1993.

APPLICANT'S SIGNATURE

SERVICE ADDRESS

The logo for Addison! is written in a bold, black, cursive script. The word "Addison!" is written in a slanted, upward position, with a registered trademark symbol (®) at the end. The letters are thick and have a slightly irregular, hand-drawn appearance.



PUBLIC WORKS DEPARTMENT/UTILITIES
P.O. Box 9010 Addison, Texas 75001

(972) 661-1693
FAX (972) 716-0834

SERVICE AGREEMENT

- I. **PURPOSE:** The Town of Addison is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the TOWN OF ADDISON will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.

- II. **RESTRICTIONS:** The following unacceptable practices are prohibited by State Regulations.
 - A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination are permitted; however, these potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
 - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
 - C. No connection which allows water to be returned to the public drinking water supply is permitted.
 - D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
 - E. No solder or flux which contains more than 0.2 percent lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

III. SERVICE AGREEMENT: The following are the terms of the service agreement between the Town of Addison (The Water System) and Town of Addison (The Customer).

- A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises are connected to the Water System.
- B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service, where there is reason to believe that cross-connections or other potential contamination hazards exist, or after any major changes to the private water distribution facilities. The inspections shall be conducted during the Water System's normal business hours.
- C. The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic inspection.
- D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
- E. The Customer shall, at his expense, properly install, test and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided by the Water System.

IV. ENFORCEMENT: If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its opinion, terminate service or properly install, test and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

SERVICE ADDRESS: _____

APPLICANT'S SIGNATURE: _____

DATE: _____



UTILITY BILLING & COLLECTIONS - DEPOSIT LEVELS

Town of Addison
Financial and Strategic Services
utilityportal@addisontx.gov

Telephone: (972) 450-7081
Fax: (972) 450-7074
Website: www.addisontx.gov

Applicants for water service are required to provide a security deposit to guarantee all amounts which may become due to the Town for water and/or sewer service. The minimum deposit amount shall depend on the applicant's customer classification. Deposit levels for each customer classification are listed below. Deposits will be applied towards the customer's final bill when the account is closed.

Deposits should be included with the customer's application for service to be set up. Deposits may be paid with cash, check, or credit/debit card.

CLASSIFICATION	DEPOSIT AMOUNT REQUIRED
Single Family	\$50.00
Multi-Family	2 times the annual monthly average bill; \$1,500 minimum
Municipal/Schools	2 times the annual monthly average bill; \$500 minimum
Commercial Large (2" or larger)	2 times the annual monthly average bill; \$700 minimum
Commercial Small (less than 2")	2 times the annual monthly average bill; \$150 minimum
Industrial Large (2" or larger)	2 times the annual monthly average bill; \$500 minimum
Industrial Small (less than 2")	2 times the annual monthly average bill; \$100 minimum
Hotel/Motel	2 times the annual monthly average bill; \$2,000 minimum
Irrigation Large (2" or larger)	2 times the annual monthly average bill; \$500 minimum
Irrigation Small (less than 2")	2 times the annual monthly average bill; \$200 minimum
Fire Meter	\$50.00

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