



# CITY OF BAYTOWN

Utility Billing Department  
PO Box 424

(281) 420-6515  
Baytown, TX 77522-0424

## Occupancy Report Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Baytown: Code of Ordinances

Article III. Water Service, Sec. 98-59 Rates, (b), (2) Jointly metered unit.

“The number of occupied units in the project shall be taken to be the total number of units in the project, unless the project manager shall report to the city by the tenth day of the month the actual number of occupied units as of the first day of the current month...”

Dear Sir:

I hereby certify that I am the owner (or manager) of a multi-family dwelling project located at \_\_\_\_\_  
\_\_\_\_\_, Baytown, Texas. This project is known as the \_\_\_\_\_

(indicate the project’s name, if applicable). I hereby certify that the aforementioned project has \_\_\_\_\_ (number) of units.

I further certify that as of the first day of the current calendar month, there were \_\_\_\_\_ (number) occupied units in the project and that there were \_\_\_\_\_ (number) unoccupied units. (Please list by number, those units that are unoccupied below.) I understand that the information hereby given is to be used by the City of Baytown in computing the current month’s water and sewer service charge for this project. I also understand that this information must be received by the City of Baytown no later than the tenth (10<sup>th</sup>) day of each month in order to be considered. I further understand that the information hereby given may be verified at any time upon the request of the Utility Billing Manager of the City of Baytown.

\_\_\_\_\_  
Manager or Owner’s Signature



List unoccupied units: