



CITY OF BAYTOWN

Utility Billing Division
P.O. Box 424

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

Occupancy Report Form

Name: _____

Date: _____

Address: _____

Account Number: _____

Baytown: Code of Ordinances
Article III. Solid Waste, Sec. 86-101 Charge for Collection, (e)

“For multifamily dwelling unit projects containing eight dwelling units or less, the monthly charge for collection of garbage shall be \$17.56, plus applicable sales tax, times the number of occupied units in the project.

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 (10th) 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: