



# CITY OF BAYTOWN



Utility Billing Division 2505 Market Street P. O. Box 424 Baytown, TX 77522-0424	Customer Service: 281-420-6515 Collections (Payments): 281-420-6512 Fax Number: 281-420-6514 <a href="mailto:ubservice@baytown.org">ubservice@baytown.org</a>
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## Service Request

\_\_\_ New Service    \_\_\_ Disconnect Service    \_\_\_ Transfer Service    \_\_\_ Change of Mailing Address

\*ARE YOU A FIRST TIME RESIDENT TO BAYTOWN?    \_\_\_ YES    \_\_\_ NO

NEW/EXISTING SERVICE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TRANSFER SERVICE ADDRESS \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT'S SSN: \_\_\_\_\_ ID: \_\_\_\_\_

EMAIL: \_\_\_\_\_

For New Account Continue with the Co Applicant Section

CO-APPLICANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CO-APPLICANT'S SSN: \_\_\_\_\_ ID: \_\_\_\_\_

\_\_\_\_\_ PROPERTY OWNER    \_\_\_ RENTER

LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CHECK HERE IF YOU DO NOT WANT YOUR PERSONAL INFORMATION, CONSUMPTION OR PAYMENT/ACCOUNT HISTORY DISCLOSED.**

I understand the City will provide water service by turning on a meter that services this property. The City will not enter the property to determine if there are any open faucets or water system leaks, as it is my responsibility to ensure the property is service ready. I agree to release and hold harmless the City from all claims that arise out of or in connection with the City's providing water service to this property, including damages caused by open faucets or water system leaks. The City will not be required to initiate service if the meter indicates that water is running.

### FOR OFFICE USE ONLY

OLD CUSTOMER: _____	CUSTOMER#: _____
WORK ORDER#: _____	WORK ORDER#: _____
CONTRACT#: _____	DEPOSIT POSTED: _____
DEPOSIT AMOUNT\$: _____	CHECK: _____ CASH: _____ CREDIT: _____
TODAY'S DATE: _____	COMMENTS: _____
DATE SCHEDULED: _____	_____

NOTE: SHOULD CUSTOMER HAVE AN OUTSTANDING BALANCE PRIOR TO ESTABLISHING THIS NEW ACCOUNT, THE PREVIOUS BALANCE OWED WILL AUTOMATICALLY BE TRANSFERRED TO THE NEW ACCOUNT AND MAY BE SUBJECT TO DISCONNECT, IF NOT PAID WITH THE CURRENT BILL. ADDITIONALLY, ALL SPRINKLER METERS WITH USAGE MUST HAVE A DEPOSIT ON THE ACCOUNT. IF USAGE IS DETECTED, THE REQUIRED DEPOSIT AND SERVICE CHARGE WILL AUTOMATICALLY BE BILLED TO THE ACCOUNT AND MAY BE SUBJECT TO DISCONNECT, IF NOT PAID WITH THE CURRENT BILL.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_