



City of Melissa
 Utility Billing
 3411 Barker Avenue
 Melissa, TX 75454
 Tel: 972-838-2035
 Fax: 972-837-4394

For Office use:
Utility deposit is due at time of application.
Credit Card []
Cash []
Check []
Rec'd by: _____

UTILITY APPLICATION WATER/SEWER/GARBAGE-RECYCLING

PLEASE PRINT (Note: If mailing your application please include a copy of your Drivers License)

Today's Date: _____

Name on account: _____

DL #: _____ ST Issued: _____ DOB: _____ SS#: _____

Spouses Name: _____

DL #: _____ ST Issued: _____ DOB: _____ SS#: _____

Service Address: _____

Mailing Address: _____

Home Phone #: _____ Other #: _____

Place of Employment: _____ Work Phone#: _____

Email: _____ Sign me up for the City of Melissa e-newsletter!

Nearest Relatives (not living with you)

Name & Phone Number : _____

Date service needed: _____

Indicate type of service(s) requested:

Water Trash (includes recycling) Sewer (DO NOT mark this if you have a septic system.)

RENTAL: (Required copy of Rental/Lease Agreement)

Property Owner Name & Phone No.: _____

Property Owner Address: _____

The City of Melissa is a member of the Texas Revenue Recovery Association

OFFICE USE:

Account #: _____ Meter#: _____ Meter Reading: _____ Route # _____ Sequence # _____



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City of Melissa Service Agreement

Please Initial Each Item Below

- ___ I understand the utility deposit must be paid at the time of application or service will not be established. It cannot be paid out or added to a bill.
- ___ I understand that if the water is not on at the time of purchase or rental, someone must be in the house before the water will be turned on in case of leaks, faucets left on, or any other problems that may occur. If no one is available, the meter will be unlocked and the customer will be responsible for turning the meter on.
- ___ I have received a copy of the minimum billing charges and the billing procedure has been explained to me. I understand that depending upon the date I request my service, my first bill may not reflect my average monthly usage and may include additional days of water usage or fewer days of usage.
- ___ I understand that if I vacate the property and leave an unpaid balance on my account the City of Melissa will apply my utility deposit to the account to satisfy the unpaid debt. If there is a credit after the balance has been paid a refund will be mailed to me (if we have a current or forwarding address). However, if there is still a remaining balance after the deposit has been applied; the account will be turned over to the Municipal Court for collection.
- ___ I understand that my payment is due before 5pm on the 15th of each month and if payment is received after the 15th I will be charged a \$10.00 late fee.
- ___ I understand that Pass Due invoices are mailed on the 16th and disconnections will be done on or around the 25th of each month. If service is disconnected I understand that I will be charged a \$50.00 service fee.

PLEASE BE ADVISED: If you have purchased a home with an automatic irrigation system (sprinkler system), these settings have been set by the builder or the previous owner. Please take the time to check the settings and adjust them to your own watering preference, as you will be responsible for all water charges accrued after you take possession of the property.

Signature

Date

Address

City, State & Zip Code

All information submitted to municipal government entities is subject to the Texas Public Information Act. This Act states that your utility information is subject to open records requests by third party entities, unless otherwise noted. **Please indicate if you would like your utility billing information to be available for such requests.**

Yes, my utility information may be released for public information requests.

No, my utility information is to be withheld from public information requests.

Customer Signature

Date



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CUSTOMER COPY

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