



City of Melissa

Utility Billing

3411 Barker Avenue
Melissa, TX 75454

(972) 838-2035

ub@cityofmelissa.com

****For Office Use Only****

Utility deposit is due along with application before meter can be issued

Credit Card []

Check []

Cash []

Rec'd by: _____

**CONSTRUCTION / HYDRANT METER APPLICATION
AND SERVICE AGREEMENT**

****PLEASE PRINT (ALL FIELDS REQUIRED)****

****Please return form to City of Melissa Utility Billing****

Date: _____

Company Name/Applicant: _____

Location of Intended Use: _____

Authorized Agent of Applicant/Person Responsible for Bill Payment: _____

Phone #: _____ Cell #: _____ Office #: _____

Email Address: _____

Mailing Address: _____

****If the Applicant is not the owner of the real property on which the construction / hydrant meter will be located, please complete the following:**

Name of Property Owner: _____

Property Owner Contact: _____

Phone #: _____ Cell #: _____ Office #: _____

Email Address: _____

Mailing Address: _____

Terms of Service Agreement

By signing below, I agree and certify as follows: I have received a copy of and understand the minimum monthly billing charges and the billing procedures applicable to this account. The information provided on this application is true and correct. I agree to comply with all applicable laws, ordinances and regulations governing utility service and equipment provided to this account whether specified herein or not. I understand that the City of Melissa will obtain monthly readings from any meter associated with this application and that I am responsible for cooperating with the City of Melissa in its efforts to obtain monthly readings by, among other things, submitting all information requested by the City of Melissa on or before 4:30 p.m. on the 20th of every month. If the City of Melissa is unable to obtain monthly readings from a meter associated with this application for any reason, I agree that the City of Melissa may estimate the water usage for such meter and bill the account based on that estimate. I understand that payment is due each month by the Due Date stated on my monthly bill and that a 10% late fee will be assessed on my bill if not paid by 5:00 p.m. on this same date (in addition to other remedies available to the City of Melissa). Upon installation of the construction/hydrant meter to the fire hydrant, the RPZ backflow preventer shall be tested by a TCEQ-licensed Backflow Prevention Assembly Tester. I sign this application voluntarily as my own free act, with full knowledge of its significance, intending for the Applicant to be legally bound thereby.

Applicant Signature: _____ **Date:** _____

****To be completed if the Applicant is not the property owner:**

*****Check with Development Services regarding other commercial regulations*****

Property Owner Authorization and Guaranty

By signing below, I agree and certify as follows: I am the owner of the real property on which the construction / hydrant meter will be located ("Owner") or I am the authorized agent of the Owner and have authority to bind the Owner to these terms. The information provided on this application is true and correct. The Applicant identified above is designated to act as the Owner's agent for submittal, processing, representation and presentation of this application. The Applicant shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application. The City of Melissa is authorized and permitted to provide utility service and equipment to the identified property. In the event of failure by the Applicant to pay any or all charges and fees assessed to this account, Owner agrees to pay, as a guarantor, the amount due thereon to the City of Melissa, on demand and without further notice, without any notice having been given to Owner before such demand of the acceptance by the City of Melissa of this guaranty obligation and without any notice having been given to Owner before such demand of the creating or incurring of such indebtedness, and it shall not be necessary for the City of Melissa, in order to enforce such payment by Owner, first to institute suit or exhaust its remedies against the Applicant or others liable on such indebtedness, or to enforce any other right or remedy. Owner agrees that Owner's obligations under these terms shall not be released, diminished, impaired, reduced or affected by the occurrence of any one or more of the following events: (a) the death, insolvency, bankruptcy, disability, or lack of entity power of Applicant, the undersigned or any party at any time liable for the payment of any or all of such indebtedness, whether now existing or hereafter occurring; or (b) any neglect, delay, omission, failure or refusal of the City of Melissa to take or prosecute any action for the collection of any of such indebtedness. I sign this application voluntarily as my own free act, with full knowledge of its significance, intending for the Owner to be legally bound thereby.

Property Owner Signature: _____ **Date:** _____

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Issued By: _____

Date of Pick Up: _____

Meter No: _____

Backflow Serial No.: _____

Beginning Read: _____

Beginning Read Date: _____

Beginning Read Meter Reader (Name): _____

Final Read: _____

Final Read Date: _____

Final Read Meter Reader (Name): _____

Comments: _____

*****Check with Development Services regarding other commercial regulations*****