



City of Melissa

Utility Billing

3411 Barker Avenue
Melissa, TX 75454

(972) 838-2035

ub@cityofmelissa.com

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

☐ **Registered Contractor**

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: _____ Assigned Meter No: _____

Company Name/Applicant: _____

Location of Intended Use: _____

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

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

Email Address: _____

Mailing Address: _____

On-site Foreman/Superintendent Responsible for Meter: _____

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

Email 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 15th 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:** _____

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

Updated:
August 2021