



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

Check []
Cash []

Rec'd by: _____

CONSTRUCTION / HYDRANT METER APPLICATION

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

****Please return application and deposit of \$1,500.00 to City of Melissa Utility Billing****

Date: _____

Company Name: _____

Location of Intended Use: _____

Person Responsible for Bill Payment: _____

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

Email Address: _____

Mailing Address: _____

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

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: _____

Service Agreement

I have received a copy of the minimum monthly billing charges and the billing procedures. I understand that the City of Melissa will gather monthly readings from this meter. 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. I understand that the \$1,500.00 deposit will be applied to my final bill and any refund will be issued within 60 days.

Signature: _____ **Date:** _____