



OFFICE USE	
Account Number	_____
Fee	_____

WATER SERVICE APPLICATION

Today's Date _____ Connection Date: _____

(Adult 18 years or older must be present at service address to activate service if water is off.)

It is unlawful for anyone to connect, reconnect, or disconnect City water meter at any time.

Applicant Name: _____ Service Address: _____ Pottsboro, TX 75076

Mailing Address: _____

Email Address: _____ Cell Phone: _____ Work Phone: _____

Driver's License No. _____

Secondary Applicant Name: _____

Secondary Applicant Phone: _____ Secondary Applicant License No. _____

Check one: New Account (\$50 connection) _____ Transfer (\$50 connection) _____

NOTICE: All new residential & commercial applications require a service connection fee and deposit, unless you are transferring an account. Only Property Owners who rent out the property and Bulk Meters do not require a service connection fee. Any changes to the account must be provided in writing to the Utility Billing Clerk.

Check one:

Owner (\$100 deposit) _____ Tenant (\$150 deposit) _____ Bulk Meter (\$1,500) _____

Tenants only: Owner's Name and Contact Number _____

Choose Due Date: Due on 8th of the month _____ Due on 27th of the month _____

**All accounts subject to 12% late fee on any balance after due date, even if due date falls on a weekend.
All accounts with a balance subject to disconnect if no payment or payment arrangements made ten days after the due date.**

Voluntary \$1.00 donations, check any that you would like to have added to your monthly bill.

Pottsboro Volunteer Fire Department: _____ Preston Volunteer Emergency Services: _____

Pottsboro Area Library: _____ Pottsboro Parks & Recreation Department: _____ PDK9 _____

- When an application for water service is completed, services will be provided, if possible, within 24 hours. If an application is received by 2pm, water will be turned on between 4pm and 5pm the same day. If Application is received after 2pm, water will be turned on the next business day between 4 pm and 5 pm. **If the water is off, the applicant must be present at the property for water services to be turned on. Initial** _____
- If a second trip is required, an additional \$25 charge will be billed to the requester's address listed above. **Initial** _____
- This account will be subject to at least a **minimum monthly billing charge regardless of usage until written notice to close the account has been submitted by the Signed Customer to the City of Pottsboro Water Department.** The Signed Customer is solely responsible for all charges to this account. **Any changes to this account must be submitted by a written request by the Signed Customer. Initial** _____
- I understand that any damage to the water meter, radio or meter box will be charged as a separate invoice and must be paid upon receipt. **Initial** _____

All information is kept confidential unless written permission is given by the Account Holder.

Applicant Signature: _____ **Date:** _____



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Additional Customer Information:

- Payments made online or in person with a credit/debit card will have an additional fee.
- E-pay of your bill is available on the City Website at cityofpottsboro.com.
- Online bill pay that is set up through your bank is subject to USPS delivery times. The City will not waive late fees if the check is not received on time due to mail processing.
- Auto-draft forms are available at City Hall, must be accompanied by a voided check or bank printout with account and routing information. WE DO NOT HAVE THE ABILITY TO USE A DEBIT OR CREDIT CARD FOR DRAFT.
- Disconnected accounts due to non-payment will be subject to a disconnect fee.
- Accounts disconnected for 30 days are subject to meter removal and a Certificate of Occupancy inspection prior to reconnection.
- Trash and recycle totes must be out for pick up prior to 7:00 am on Friday morning. Trash carts should be removed from street prior to 7:00 pm Friday evening.
- If your toter is missed, please call City Hall as soon as possible at 903-786-2281.
- City-wide bulk trash pickups take place in the spring and fall. Residents may schedule and pay for additional pickups directly with Waste Connections by calling 469-452-8000
- Leak adjustments can be available with proper documentation.
- Follow City of Pottsville, Pottsville Area Library, Pottsville Police Department, and Pottsville Volunteer Fire on Facebook to stay in the loop.
- Call City Hall at 903-786-2281 for any after-hours concerns and the voicemail will provide the current on-call phone number.