



CITY OF ROYSE CITY CHECK LIST

FOR PROPERTY MANAGEMENT AND LANDLORD ACCOUNTS TO ESTABLISH RESIDENTIAL UTILITIES

Water Service Only for Outside City Limits

Please complete the check list below and return with the required paperwork.

**Application:**

\_\_\_ Fill out application in its entirety.

**Identification:** Provide *one* of the following:

\_\_\_ If the name on the application is in a company name send a copy of the tax ID certificate OR letter from the IRS assigning the EIN # (SS-4 form).

The company name on the form must match the name on the application.

**We do not accept the W-9 form.**

\_\_\_ If the name on the application is in a personal name a copy of a government issued ID must be provided.

**Property Use:** Provide one of the following:

\_\_\_ Rent: Signed lease agreement. Name on the lease must match the name on the application and ID selection provided above.

\_\_\_ Own: Proof of ownership; notarized warranty deed, signed closing disclosure from closing packet or CAD printed info.

Name must match the name on the application and ID selection provided above.

\_\_\_ Management Account: Provide signed management agreement. Name on management agreement must match the name on the application and ID selection provided above.

**Security Deposit:**

\$100.00.

Once all the necessary documents have been received you will be emailed with an account and pin number with instruction on how to go online pay the security deposit.

Documents may be mailed, emailed or faxed.

Mail: City of Royse City Utility Department

PO BOX 638

Royse City, TX. 75189

EMAIL: [utilities@roysecity.com](mailto:utilities@roysecity.com)

FAX: 972-635-2319



APPLICATION FOR RESIDENTIAL UTILITY SERVICE
LANDLORD AND PROPERTY MANAGEMENT TEAMS
Water Only Service for Outside City Limits

P.O. Box 638, 305 N. Arch, Royse City, TX 75189
Phone: 972-636-2250, Fax: 972-635-2319
Email: utilities@roysecity.com

Notice: This application is a government record, as defined by the Texas penal code, Section 37.01. Making a false entry in a government record is a criminal offense. This form will not be considered a viable application for city utilities unless the form has been completed in its entirety, every blank must be completed. All city utility applications and accounts shall bear the name and signature of the individual accepting the responsibility of the security deposit and certificate of occupancy.

Account Name: \_\_\_\_\_ Service Request Date: \_\_\_\_\_
Service Address: \_\_\_\_\_
Billing Address: (If different than service address.): \_\_\_\_\_
DL#: (If name is not a business name): \_\_\_\_\_ State: \_\_\_\_\_ Date of birth: \_\_\_\_\_
Social Security # (If name in not a business name.): \_\_\_\_\_
TAX ID/EIN# (If account is in a business name.): \_\_\_\_\_
Business Phone #: \_\_\_\_\_ Cell# and Contact Name: \_\_\_\_\_
Email Address 1: \_\_\_\_\_ Email Address 2: \_\_\_\_\_
Bill Method: \_\_\_ Mail \_\_\_ Email \_\_\_ Both (Preferred Method)

PROPERTY USE: Check One

\_\_\_ Own the property and will be leasing the home to a tenant. (Landlord)

Will the utility account remain in the Landlords name when leased? \_\_\_ YES \_\_\_ NO

COMMENTS: \_\_\_\_\_
\_\_\_\_\_

\_\_\_ Property Management Team

Will the utility account remain in the business name when leased? \_\_\_ YES \_\_\_ NO

COMMENTS: \_\_\_\_\_
\_\_\_\_\_

Check all that apply to the home: \_\_\_ Sprinkler System \_\_\_ Pool

I acknowledge water service will be turned on at the above property. I will not hold the City of Royse City responsible for any property damage due to the water being turned on without my presence. I acknowledge if the meter shows water usage, it will be turned off and my presence will be required for connection of service.

Signature of Applicant or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Account #: \_\_\_\_\_ Pin#: \_\_\_\_\_ Inside/Outside CL: \_\_\_\_\_

CHG Bill Method: \_\_\_ Check SVC: \_\_\_ Enter Authorized Agents: \_\_\_ Enter Comments: \_\_\_ IRIS Update: \_\_\_ Scan Doc: \_\_\_

RC Utility Department  
305 N Arch Street  
PO BOX 638  
Royse City, TX. 75189



Phone: 972-635-2250 EXT. 3  
Fax: 972-635-2319  
Email: utilities@roysecity.com

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**OFFICE CONTACTS**

COMPANY NAME: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

OFFICE PHONE#: \_\_\_\_\_

\_\_\_\_\_

FAX #: \_\_\_\_\_

\_\_\_\_\_

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Will bill payments be processed by a utility management company?  YES  NO

If Yes: UTILITY MANAGEMENT COMPANY NAME \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

PHONE #: (If different than company phone above)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

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All numbers listed below *must have a direct line phone number and email to the contact.*

**Must list at least one contact.**

OFFICE MANAGER: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

ACCOUNTS PAYABLE: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

UTILITY CO-ORDINATOR 1: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

UTILITY CO-ORDINATOR 2: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

MAINTENANCE CONTACT: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

EMERGENCY MAINTENANCE CONTACT: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_

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The above personnel have authority to discuss account information with the City of Royse City.

I authorize any representative that will verify the TAX ID or EIN# to discuss account matters.  YES  NO

I understand it is my responsibility to update information as needed.

COMPANY REPRESENTATIVE PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# CITY OF ROYSE CITY

## Account Privacy Agreement

The City of Royse City is a government operated utility. Your account information is considered public record under the Texas Public Information Act.

The Texas Utility Code, Chapter 182.052 allows a customer's account information confidential except to:

- 1) An official or employee of the state, a political subdivision of the state, or the United States acting in an official capacity.
- 2) An employee of a utility acting in connection with the employee's duties.
- 3) A consumer reporting agency.
- 4) A contractor or subcontractor approved by and providing services to the utility, the state, a political subdivision of the state, or the United States.
- 5) A person for whom the customer has contractually waived confidentiality for personal information.
- 6) Another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.

### AUTHORIZATION FOR CONFIDENTIALITY REQUEST:

I understand my account information is considered public record and I have the right to request my personal account information and any information relating to the volume or units of utility usage or the amount billed to be kept confidential.

### PLEASE CHECK ONE:

- I request my account information kept confidential with the exception of the authorize person(s) listed on the Office Information Contacts form.
- I authorize any and all account information to be released up on request.

You may rescind your request for confidentiality upon a written request to the Water Department.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

# CITY OF ROYSE CITY

## Service Agreement

**Purpose:** The City of Royse City is responsible for protecting the drinking water supply from contamination or pollution, which could result from improper plumbing practices. The purpose of this service agreement is to notify each customer of these restrictions to ensure public health and welfare. Each customer must sign this agreement before the City of Royse City will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.

**Plumbing Restrictions:** The following unacceptable plumbing practices are prohibited by State regulations.

- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
- B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
- C. No connection that allows water to be returned to the public drinking water supply is permitted.
- D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection that provides water for human use.
- E. No solder or flux that contains more than 0.2% of lead can be used for the installation or repair of plumbing at any connections that provides water for human use.

**Service Agreement:** The following are the terms of the service agreement required by the City of Royse City.

- A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises are connected to the Water System.
- B. The Customer shall allow his/her property to be inspected for possible cross-connection and other unacceptable plumbing practices. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other unacceptable plumbing practices exist; or after any major changes to the private plumbing facilities. The inspection shall be conducted during the Water System's normal business hours.
- C. The Water System shall notify the Customer in writing of any cross-connection or other unacceptable plumbing practice that has been identified during the initial inspection or the periodic re-inspection.
- D. The Customer shall immediately correct any unacceptable plumbing practice on his/her premises.
- E. The Customer shall, at his/her expense, properly install, test and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.

**Enforcement:**

By signing this agreement, you agree to all terms and conditions listed in the agreement. If you fail to comply with the terms of the Service Agreement, the Water System shall, at its option, terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_