



TRANSFER UTILITY SERVICE APPLICATION

CUSTOMER NAME: _____

OLD ADDRESS (SERVICE TO DISCONTINUE)

Disconnect/Previous Address: _____

DATE TO STOP SERVICE (Do not select weekends or holidays): _____

NEW ADDRESS (SERVICE TO START)

New Service Address: _____

Date to Start Service: _____

Please note: If you are a tenant, you are required to provide a copy of your lease agreement along with a valid identification card or driver's license. If you are a homeowner, proof of ownership is required, such as closing/disclosure documents or TAD (Tarrant County Appraisal District) records, along with a valid identification card or driver's license.

TERMS AND CONDITIONS

TRANSFER FEE: I understand a non-refundable transfer fee of \$25.00 will be billed to my first water utility bill at the new address.

I understand that my current water utility account must be in good standing before a transfer can be processed and/or completed.

OVERLAPPING SERVICE: I authorized water to be active at both addresses for a maximum of 5 business days to allow for a smooth move.

PAST DUE BALANCES: I understand that any outstanding balance(s) on my old account will be automatically transferred and be due with my first billing cycle at the new address.

CUSTOMER SIGNATURE: _____ DATE: _____

Office Use Only

Deposit: _____ Old Account Number: _____ UB Clerk: _____

New Account Number: _____ Date: _____