

City of Gordon

Water Department

Service Agreement

<i>For Office use only:</i>	
Credit Card	<input type="checkbox"/>
Cash	<input type="checkbox"/>
Check	<input type="checkbox"/>
Rec'd by: _____	Receipt #: _____

APPLICATION FOR WATER SERVICE

(Note: If mailing, faxing or emailing your application please include a legible copy of your valid driver's license)

<i>For Office use:</i>	DEPOSIT # _____	DEPOSIT AMOUNT \$ _____
	ACCOUNT # _____	SERVICE CHARGE \$ _____
STREET ADDRESS: _____		MAILING ADDRESS: _____
APPLICANT PHONE #: _____		_____
ALTERNATE PHONE #: _____		AUTHORIZED USER: _____

SERVICE AGREEMENT

PURPOSE: The **City of Gordon** is responsible for protecting the drinking water supply from contamination or pollution, which could result from improper private water system construction or configuration. The purpose of this **service agreement** is to notify each customer of the restrictions which are in place to provide this protection. The City of Gordon enforces these restrictions to ensure Public Health and Welfare. As an applicant you are required to sign this agreement before the City of Gordon begins service. In addition, when service to an existing connection has been suspended or terminated, the Gordon Water System will not re-establish service unless it has on file a signed copy of this agreement. The Gordon Water System will maintain a copy of this agreement as long as the Customer and/or the premise are connected to the Gordon Water System.

I, _____, do hereby affirm and certify that I am a tenant of the property
(Tenant)
 and/or I am legally authorized by property owner to occupy and/or maintain the property at

(Address)

I, _____, do hereby affirm and certify that I am the owner of the property
(Owner)
 at _____
(Address)

RESTRICTIONS. The following unacceptable practices are prohibited by State regulations.

1. 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 airgap or an approved backflow prevention device.
2. 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 airgap or a reduced pressure-zone backflow prevention device.
3. No connection which allows water to be returned to the public drinking water supply is permitted.
4. No pipe or pipe fitting which contains more than 8.0% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
5. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
6. Installation of a Cut Off outside the meter box within 5 ft, is required. Meter is not to be used as Cut off.

SERVICE AGREEMENT. The following are terms of the service agreement between the CITY OF GORDON AND _____(Customer). **PLEASE INITIAL EACH ITEM BELOW:**

I agree that by paying the required utility deposit and by signing this application and service agreement for water service, I will abide by all water utility regulations governing water service in accordance with the Texas Commission on Environmental Quality and the City of Gordon Texas as follows:

_____ **I understand** the utility deposit must be paid at the time of application or service will not be established and I understand that my deposit cannot be paid out or added to a bill.

_____ ***The account holder is responsible to insure all running water inside the structure has been turned off and have a representative present when the water service is being activated by the water department. In the event that there is nobody present when the water service is to be activated; the water department may not leave water on.***

_____ **I understand** that the water administration department pursuant to the Water Service Policy in setting up a new utility account may require proof to substantiate that the person making application for service is the same person, authorized to make service application as *a tenant or owner*.

_____ **I will allow** the property to be inspected for possible cross-connections and potential contamination hazards. When there is reason to believe that cross-connections or other potential hazards exist or after any major changes to the private water distribution facilities, **the Gordon Water System** or its designated agent will conduct these inspections prior to initiating new water service. The inspections shall be conducted during the water system's normal business hours.

_____ The **Gordon Water System** will notify the customer in writing of any cross-connection or potential contamination hazard which has been identified during the initial inspection or the periodic inspection. **The Customer** shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on this premise.

_____ **The Customer** at his/her expense shall properly install, test and maintain any backflow prevention device required by the Gordon Water System. Copies of all testing and maintenance records shall be provided to the water system.

_____ If the **customer** fails to comply with the terms of the Service Agreement, the **Gordon Water System** shall, at its option either terminate or properly install, test and maintain an approved backflow prevention device at the service connection. Any expenses incurred by the City of Gordon associated with the enforcement of this agreement shall be billed to the customer.

I understand the Water meter is the property of the City of Gordon. I understand that any damage to the meter, meter box, antennae and/or the meter lid will be billed the price of replacement.

_____ I have received a copy of the minimum billing charges and the billing procedure. I understand that depending upon the date I request my service, my first bill may not reflect my average monthly usage and may include additional days of water usage or fewer days of usage.

_____ In order to avoid utility service disconnection for a delinquent account, the account holder must contact the utility office prior to 4 p.m. on the twentieth (20th) day following the billing date and make arrangements to pay the utility charges. The person whose name is recorded on the utility account must sign the payment arrangement form. The city secretary/mayor or mayor's designee is responsible for reviewing payment arrangement requests, and must approve the payment arrangements before such arrangements are accepted on behalf of the city.

_____ The city reserves the right not to approve any payment arrangement **in excess of four (4) times in a calendar year** or on any account that has a history of delinquency or if the city official determines that the reason for requesting a payment arrangement is not a legitimate reason for an extension of time. **I understand** Payment arrangements with the city are for a limited extension of time only, and failure to keep any payment arrangement with the city will result in disconnection of utility service without further notification.

I understand that if I leave an unpaid balance on my account the City of Gordon will apply my utility deposit to the account to satisfy the unpaid debt. If there is a credit after the deposit has been applied I will receive a refund within 60-90 days. In order to insure I receive my refund I MUST provide a forwarding address. If there is balance after the deposit has been applied and I fail to pay the balance owed, I understand the City of Gordon will take the necessary legal means to collect this debt.

NOTICE OF RIGHT TO REQUEST CONFIDENTIALITY
(THIS NOTICE IS BEING PROVIDED TO YOU TO INFORM YOU OF YOUR RIGHT AS A UTILITY CUSTOMER OF THE CITY OF GORDON. PLEASE BE ADVISED THAT THE CONFIDENTIAL INFORMATION DESCRIBED BELOW IS SUBJECT TO RELEASE UNDER CHAPTER 552, TEXAS GOVERNMENT CODE, AS AMENDED ("PUBLIC INFORMATION ACT"), UNLESS YOU ELECT THE FIRST OPTION.)

OPTIONS:

- Yes, I hereby request, pursuant to §182.051, et. seq., Texas Utilities Code, as amended, that my personal information and any information relating to utility usage, amounts billed to or collected from me for utility usage ("Confidential Information") maintained by the City of Gordon Utility Billing Department **REMAIN CONFIDENTIAL.**
- No, my Confidential Information may be released for any and all purposes.
- On this ___ day of _____, I hereby rescind my previous request that the City of Gordon maintain my information as Confidential Information and that it may be released for any and all purposes.

Customer Signature
Date signed: _____

<i>For Office use only:</i> <i>Date Service will Commence:</i> _____ <i>Approved by:</i> _____
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