



\*CITY OF ROYSE CITY CHECK LIST TO ESTABLISH RESIDENTIAL UTILITY SERVICES WITH A MANAGEMENT TEAM\*

The City of Royse City provides H2O, sewer and trash service for most Residents inside city limits. Please complete the check list below to activate services.

- Fill out utility application in its entirety. Visit [www.roysecity.com](http://www.roysecity.com), find the Utility Department and print the application titled "Residential Utility Application for Management".
- Send a copy of the tax ID certificate OR letter from the IRS assigning the EIN # (SS-4 form).  
The company name on the utility application, management agreement and tax ID/EIN # must match.  
**We do not accept the W-9 form.**
- Send copy of the signed Management Agreement.  
If the company owns the home, then proof of ownership will need to be provided rather than than management agreement.  
Items accepted for proof of ownership: signed closing disclosure, notarized warranty deed or printed copy from CAD. (Central Appraisal District)
- Security deposit is \$100.00.

All paperwork and deposit/fees must be received in the office before the account is set up. You may email/fax the paperwork and mail payment. (One check is acceptable)

EMAIL: [utilities@roysecity.com](mailto:utilities@roysecity.com)  
FAX: 1-972-635-2319

MAIL: City of Royse City  
C/O Utility Department  
PO Box 638  
Royse City, TX. 75189



UTILITY APPLICATION FOR MANAGEMENT COMPANY

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 accounts shall bear the name of the individual accepting the responsibility of the deposit and certificate of occupancy. This form must be signed and dated by the individual accepting the responsibility for the utility deposit and the certificate occupancy.

Name: \_\_\_\_\_ Service Request Date: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address(if different): \_\_\_\_\_

DL #: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Tax ID #: \_\_\_\_\_ (if applicable/Business Account)

Cell #: \_\_\_\_\_ Alternate #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email: \_\_\_\_\_ Bill Type: \_\_\_\_\_ Mail \_\_\_\_\_ Email \_\_\_\_\_ Both (preferred) \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ Cell #: \_\_\_\_\_

DL #: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Email: \_\_\_\_\_

PROPERTY USE: Check One

\_\_\_\_\_ Rent (Must provide copy of signed lease agreement, Landlords name and phone number.)

Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Own (Must provide copy of signed closing documents)

\_\_\_\_\_ Management/Landlord Account

For corporation accounts, the following must be provided:

- 1. Copy of TAX ID certificate OR the SS-4 IRS verification letter assigning the company the EIN # . The W-9 form is not accepted.
2. Proof of ownership for the property or management agreement.

SANITATION:

Number of Trash Carts Needed: \_\_\_\_\_ Number of Recycle Carts Needed: \_\_\_\_\_

Please note one (1) trash and recycle cart is provided with the account at no additional charge.

If you require additional trash or recycle carts a charge of \$4.20 per additional container will be added to your monthly bill.

Is the home: \_\_\_\_\_ All Electric \_\_\_\_\_ Electric and Gas

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 with out 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: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Account #: \_\_\_\_\_ Pin #: \_\_\_\_\_ Inside/Outside CL \_\_\_\_\_
CHG Bill Type: \_\_\_\_\_ Check SVC: \_\_\_\_\_ Enter Authorize Persons: \_\_\_\_\_ Enter Comments: \_\_\_\_\_ IRIS Update: \_\_\_\_\_ Scan Docs: \_\_\_\_\_

Table with 3 columns: UTILITY RELEASES, HO INSPECTION, TRASH SERVICES. Includes fields for Onconr#, F.E.C., Atmos#, Date, Time, Agent, New Build, Add Cart, Remove XCart, Added to Log, etc.

CITY OF ROYSE CITY

\*OFFICE INFORMATION CONTACTS\*

**OFFICE CONTACTS:**

BUSINESS NAME: \_\_\_\_\_

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

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

OFFICE MANAGER: \_\_\_\_\_ PHONE/EXT: \_\_\_\_\_

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

ACCOUNTS PAYABLE: \_\_\_\_\_ PHONE/EXT: \_\_\_\_\_

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

---

**ADDITIONAL CONTACTS:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

---

The above personnel have authority to discuss account information with the City of Royse City.  
I understand it is my responsibility to update information as needed.

Print Name: \_\_\_\_\_

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

I. **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.

- II. **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.

III. **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.

IV. **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: \_\_\_\_\_