



UTILITY APPLICATION
(includes water/sewer/trash)

Please print

Today's Date _____ Date Requested for Service _____ Account # _____

Service Address _____

Name _____

Mailing Address _____

Home # _____ Cell # _____

DL # _____ State _____

DOB _____ SS # _____

Email _____

Place of Employment _____ Work# _____

RENTAL PROPERTY

Yes _____ No _____

Property Owner Name _____

Property Owner Address _____

Contact # for Owner _____

I have had utility service through the City of Bells previously. Yes _____ No _____

TEXAS PUBLIC INFORMATION ACT

All information submitted to municipal government entities is subject to the Texas Public Information Act. This Act states that your utility information is subject to open records by third party entities unless otherwise noted. Please indicate if you would like your utility billing information to be available for such requests.

____ Yes, my utility information may be released for public information requests.

____ No, my utility information is to be withheld from public requests.

Customer Signature

Date

*****A COPY OF A PICTURE ID IS REQUIRED*****



UTILITY BILLING SERVICE AGREEMENT

_____The utility deposit in the amount of \$150.00 must be paid in full at the time of application or service will not be established. The utility deposit cannot be paid out or added to the bill.

_____Service connections are done as time permits; someone must be present in the house/business in case of leaks, faucets left on or any other problems that may occur.

_____I understand that if I have an aerobic septic system, I will provide a copy of purchase and installation to the city before services will be turned on.

_____I understand that I can pay via cash, check or credit/debit card* in person, I can drop check or money order in the dropbox just outside City Hall or I can pay online at the City Website www.cityofbells.org and doing so if I use a credit/debit card the city will receive all payments the same business day and if I use an **echeck** that I realize it will take up to two (2) weeks for the city to receive my payment. I can also request that my bill be drafted from my account on the 10th of each month by filling out the appropriate form. * all credit/debit card payment are subject to a 3.5% fee.

_____Water bills are due no later than the 10th of each month. On the 11th day of the month, a 10% late fee will be added to the unpaid balance. A drop box is provided for your convenience of payment, just outside of City Hall.

_____Late notices are mailed about the 11th day of the month. If payment is not received or a payment extension has not been established on or before the 19th day of each month, a \$50.00 delinquent fee will be added on the 20th and services will be disconnected. Once services are disconnected, full payment of the delinquent bill and delinquent fee must be paid prior to service being continued.

_____Extensions will be granted to customers who fill out a request and provide a copy of a picture ID. Four (4) extensions may be granted within a 12-month period. All extensions must be submitted by 5pm on the 19th.

_____If the property is vacated, with or without filling out the proper request, and there is an unpaid balance, the City of Bells will apply the utility deposit to the account to satisfy the unpaid amount. If there is a remaining unpaid balance after the deposit has been applied, the customer will be billed at the last known address on file. If the balance is not paid within 30 days, the account will be turned over to a collection agency. However, if there is a credit due after the deposit has been applied, a refund will be mailed to the last known mailing address on file.

_____I understand the water service will remain in my name and will be my financial responsibility until I sign a form requesting that service be discontinued.

_____I have read and understand the billing procedures and the solid waste guidelines for solid waste (garbage) for the City of Bells.

Customer Signature

Date



TRASH COLLECTION SERVICE GUIDELINES

Sanitation Solutions services the City of Bells in solid waste collections. Below is a list of guidelines that must be followed to ensure trash is collected weekly. Please feel free to call Sanitation Solutions if you have questions or concerns regarding your service (903) 784-0124.

1. Trash collection is Wednesday.
2. The only trash container allowed is a 90-gallon poly-cart provided by Sanitation Solutions (contact Bells city hall for delivery). All trash needs to be bagged. Any trash left outside the poly-cart(s) will not be collected. Extra poly-carts are available upon request for an additional \$6.00 each per month.
3. Poly-carts can be set out no earlier than 4:00 pm the day before collection day and no later than 7:00 am the day of collection. Poly-carts should be placed at least 2 feet apart, front side facing the street. After the trash has been collected, please remove poly-carts from the street/curb and place by your residence within 24 hours.
4. Handicap/Elderly residents who need assistance with the poly-carts need to contact Sanitation Solutions to make arrangements.