

## COMPANY – UTILITY SERVICE CONNECTION APPLICATION

Welcome to the City of West University Place! To start utility services, please complete this form and **send back during business hours, and no later than 4pm the day before you want services to start.** Send to: [billinghelp@westutx.gov](mailto:billinghelp@westutx.gov)

**\*\*\* ALL ACCOUNTS WILL BE BILLED A NON-REFUNDABLE \$50 CONNECTION FEE ON THEIR FIRST BILL \*\*\***

- DATE SERVICE TO START: \_\_\_\_\_  
**(NO SAME DAY, WEEKEND or HOLIDAY – Form must be submitted by 4:00pm)**
- SERVICE ADDRESS: \_\_\_\_\_
- NAME OF COMPANY (name to appear on statement): \_\_\_\_\_
- TAX ID NUMBER: \_\_\_\_\_
- HAVE YOU PREVIOUSLY WORKED IN WEST U?      YES                      NO
  - If yes, what was the former/current address in West U? \_\_\_\_\_
- NAME & ID OF PERSON REQUESTING SERVICES: \_\_\_\_\_  
**(Example: Driver's License or Passport – please send a copy)**
- POSITION WITH COMPANY:    OWNER:                      PROJECT MANAGER:                      OFFICE STAFF:
- COMPANY PHONE #: \_\_\_\_\_ 2<sup>ND</sup> PHONE #: \_\_\_\_\_
- COMPANY EMAIL ADDRESS: \_\_\_\_\_
- COMPANY MAILING ADDRESS: \_\_\_\_\_
- ARE YOU A:      PROPERTY MANAGER:                      BUILDER:
 

**(BUILDERS: Are required to put down a \$500 deposit in person, which will be applied to your Final Bill when you terminate services. NOTE: when we are notified a Certificate of Occupancy has been issued, we will turn on sewer & trash services on your account)**

### WEST U OFFERS:

- Paperless statements. West U wants to go **GREEN!** Statements will be sent via email, unless you opt out by checking here:
- Pay your bill by reoccurring payments:    YES                      NO
  - If yes, please choose either checking/savings account or credit card:
    - Checking/Savings. West U staff will provide you with a form to fill out & sign & ask that you submit a copy of a voided check or a printed version of your routing & account #'s.
    - Credit Card. West U staff will email you instructions on how to set this up.
- Direct Link – an alarm-monitoring program. If interested, please visit <http://westutx.gov/216/Alarm-Systems>

### INFORMATION:

- We bill in the arrears. *Example: Start services in July, you will be billed at the end of August, with a due date in September.*
- Utility services can include:    Water, Sewer, Solid Waste, & Recycling.

### CONTACT US:

- Utility Billing: 713.662.5824
- Customer Service: 713.662.5826
- Direct Link: 713.662.5860

OFFICE USE:    Date Received: \_\_\_\_\_ Employee: \_\_\_\_\_