



RESIDENTIAL UTILITY APPLICATION

City of Hutto Utility Billing
500 W. Live Oak Street Hutto TX 78634
Phone: 512-759-4055
Fax: 512-846-2653
utilitybilling@huttotx.gov
www.huttotx.gov

Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_

DL/ID # \_\_\_\_\_ State: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Phone / Cell #: \_\_\_\_\_ I would like payment due notifications by text.

Email: \_\_\_\_\_

(EMAIL REQUIRED - BILLING STATEMENT/NOTICES TO BE EMAILED MONTHLY)

I understand I will receive a billing statement by email provided above and No paper bill will be sent unless I request paper billing statement. Check box if Paper Bill Statement is preferred

Co-Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_

DL/ID # \_\_\_\_\_ State: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Email: \_\_\_\_\_

Phone / Cell #: \_\_\_\_\_ I would like email notifications of bills/notices.

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

Closing / lease / Service Start Date: \_\_\_\_\_

Water Service at service address is: ON OFF Trash/Recycle Bins are present at address: YES NO

Please check if you are requesting water on for a ONE-DAY inspection. (Services will be available for only 24hrs)

Renter - Provide a copy of ID and lease agreement

Owner - Provide a copy of ID and proof of ownership (Deed or Closing Papers)

I request my personal records to be kept confidential. (I understand by not checking this box I rescind (cancel) my request for confidentiality).

To TRANSFER utility services, and balances from an EXISTING City of Hutto account. Provide service address and date to be disconnected. If account is set up on Auto Draft will current ACH information also be transferred: YES NO

Service address: \_\_\_\_\_ Disconnect date: \_\_\_\_\_

The City of Hutto will service SEWER and GARBAGE only to the following subdivisions. For water services contact Manville W.S.C. at 888-856-2488.

- Lakeside Estates subdivision Riverwalk subdivision Park at Brushy Creek subdivision

I understand that the City of Hutto has an agreement with Manville W.S., that water service can be disconnected for non-payment of sewer and garbage utilities.

**Please read and initial the following, your initials indicate that you agree to abide by the terms of this application.**

\_\_\_\_\_ An administrative service fee of 35.00 will be assessed to all new or transferred accounts. A Deposit may be required based on a soft credit check the City of Hutto will pull through Online Information Services Inc. to determine if account is high risk or not (maximum deposit 250.00). Both service fee and deposit will due at the time the application is submitted.

\_\_\_\_\_ Customers are responsible for the timely payment of their Utility Billing Account whether the bill is received or not. Utility bills are emailed and/or mailed to customers each month and are due according to the appropriate assigned billing cycle or zone. Bill and due dates are based on meter reading dates and due dates may not be changed. Bills are available to view and pay 24/7 online once account is registered.

\_\_\_\_\_ If bill is not paid by due date, a penalty of 10% of the unpaid balance is applied to the account. Full payment including penalty charge is due 10 days later. If the billing due date falls on a weekend or holiday the due date will be moved to the next business day. Payment can be made in person at the office during normal business hours, by check or money order in the night drop box (located on west side of the City Hall building), via the website at [www.huttotx.gov](http://www.huttotx.gov) or by phone at 1-888-267-6808.

\_\_\_\_\_ Service can be disconnected if full payment is not received after the 10 day grace period and a disconnection processing fee of **\$50.00** will be charged. **This disconnection processing fee will be charged whether your service is disconnected or not. Also, an additional deposit will be billed up to \$150.00, depending on status of current account deposit.**

\_\_\_\_\_ Service requested to be turned on After Hours will be charged a \$50.00 processing fee.

\_\_\_\_\_ It is unlawful for any person or property owner to reconnect or attempted to reconnect utility service and is punishable by fine up to **\$1000.00 and/or jail time**. If meters are found to be tampered with (locks cut, etc.) additional fees will be charged to the account.

\_\_\_\_\_ If the water service is currently off, it is the responsibility of the customer to make sure that all waters sources inside and outside are off at the time the water is turned on. If meter shows that a water source is on, it will be turned off to avoid any flooding. In this event an additional service fee of \$35.00 will be charged to dispatch the technician a second time. The City of Hutto is not responsible for any damages caused by flooding due to customer negligence.

\_\_\_\_\_ Meter boxes/utility easement area should be easily accessible to City of Hutto Utility Department and kept free of debris/growth. To prevent injury and damage to meter, customers are asked to refrain from planting shrubbery close to meter. Any debris/growth placed on or around meter box/utility easement may be removed by the city if it is preventing maintenance of the utilities.

\_\_\_\_\_ If a balance remains unpaid over 60 days on a closed account it will be sent to collections and a 25% percent fee will be added to the balance.

I have read and understood all the information on this application including service area, fees, deposits, and charges.

Applicant:

Printed name:

Date:

Co-applicant:

Printed name:

Date:

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OFFICE USE ONLY

Account # \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

Welcome Letter:    Emailed    In Person    Waived    Paid    Billed

Text Payment Due Notifications:    YES    NO    E-bill    Paper bill

Ordered TC/RB    Name Change    Garbage/Recycle Day:    Mon    Tue    Wed    Thurs    Fri

Billing Cycles:

#1 Bill Date 2nd / Due Date 17<sup>th</sup>                      #3 & #6 Bill Date 16th/ Due Date 3rd

#2 Bill Date 9th / Due Date 24<sup>th</sup>                      #4 Bill Date 23rd / Due Date 10th