



PRINCETON

TEXAS

2000 E Princeton Drive, Princeton, TX 75407
Phone: 972-736-2711
Fax: 972-734-2548
Email: utilitybilling@princetontx.us
www.princetontx.gov

APPLICATION FOR UTILITY SERVICES

A copy of the account holder's driver's license or government issued identification is required for all new service request

Type of Utility Service: Residential

Commercial

Name on Account: _____

Service Address: _____

Mailing Address if Different: _____

Driver's License #: _____ State: _____ Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Place of Employment: _____ Work Phone: _____

Do you: Own: Rent:

(If renting or leasing, a copy of the agreement must be attached before service will be setup)

Have you had service with the City of Princeton before? Yes No

If so, dates: _____ Service Address: _____

Please sign me up for e-billing. I understand I will **NOT** receive a paper statement.

Email: _____

Co-Occupant:

Name: _____

Driver's License# _____ State: _____ Date of Birth: _____

Cell: _____ Relationship: _____

Emergency Contact:

Name: _____ Relationship: _____

Home Phone: _____ Cell# _____

Special Provisions:

Oxygen _____ Ventilator _____ Other _____

For customer's that may require special needs and may be affected in emergency situations with water or power outages, please provide required information i.e. doctors' medical information that may be shared with First Responders.

Solid Waste:

Trash must be out by 7:00 AM on your trash day of each week. Recycle is picked up every other week on your trash day. If there is not a trash cart or recycle bin at the residence when you move in, if you require an additional cart, or if your cart becomes damaged, contact the Utility Billing Department at 972-736-2711. **It is the customer's responsibility to verify the number of carts you are being billed.**

When you move, please assure the carts are turned over to the next occupant or owner so you are not charged for the containers after you depart.

Do You Need A Trash Cart – (Gray Cart) Yes No

Extra Trash Cart – (Gray Cart) Yes No

Recycle Bin - (Blue Cart) Yes No

Customer Signature: _____

Water Service Start Date
(Monday - Friday)

For Official Use Only

Account Number: _____ Property ID: _____

Service Order Number: _____

City of Princeton Service Agreement

Please Initial Each Item Below

_____ I understand the utility deposit must be paid at the time of application along with a copy of my driver's license or government issued ID and a rental/lease agreement or services will not be established. **Residential** – \$150.00 refundable deposit and \$50.00 non-refundable service fee totaling \$200.00. **Commercial** - \$350.00 refundable deposit and \$50.00 non-refundable service fee totaling \$400.00

_____ I understand the City does not prorate bills and could be billed a minimum basic bill for one day of service and depending upon the date I request my service to begin, my first bill may not reflect my average monthly usage and may include additional days of water usage or fewer days of usage.

_____ I understand the water service will remain in my name and will be my financial responsibility until I submit a Disconnect Form.

_____ I understand that if I vacate the property and leave an unpaid balance on my account the City of Princeton will apply my utility deposit to the account to satisfy the unpaid balance. If there is a credit after the deposit has been applied I will receive a refund check within 45-60 days. In order to insure I receive my refund, **I MUST** provide a forwarding address. If there is a balance after the deposit has been applied, I understand that I will receive a final bill for that balance.

_____ I understand that my payment is due on the 10th of each month stated on the utility bill. If payment is received after this date I will be charged a \$10.00 minimum if balance is under \$100.00 or a fee equal to 10% of the current charge if balance is over \$100.00.

_____ I understand that Past Due notices are mailed on the next business day after the 10th and disconnections will be done on the next business day after the 20th of each month. If service is disconnected, I understand that I will be charged a \$40.00 disconnect fee. If reconnection is required outside regular City working hours, an additional \$40.00 disconnect fee will be added. If service is disconnected and I do not call before 10:00 p.m. in the summer and before 8:30 p.m., during all other seasons, I understand my service will not be restored until the next business day.

_____ I understand that the City of Princeton billing cycles are from the 15th to the 15th of each month. Statements will go out on the 25th of each month and due on the 10th of the following month. My payment options are cash, check, money order, Master card, Visa, American Express or automatic bank draft. If automatic bank draft option is requested, you must fill out a bank draft request and attach a voided check. There will be a \$30.00 fee added for any non-sufficient funds returned from the bank.

_____ **I understand if the home has an automatic irrigation (sprinkler system), these settings have been set by the builder or the previous owner. Please take the time to check the settings and adjust them to your own watering preference, as You Will Be Responsible for all water charges accrued after you take possession of the property.**

Customer Signature

Date

ALL INFORMATION CONTAINED IN THIS DOCUMENT IS SUBJECT TO CHANGE WITHOUT NOTICE