CITY OF RICHLAND

CITY OF RICHLAND | 103 W. Main St., Richland, TX 76681 | (903) 362-3707

NEW CUSTOMER WATER SERVICE APPLICATION

Please complete all applicable fields. City-use fields may be completed by Water Department staff.

CUSTOMER INFORMATION

Full Legal Name: _____

Date of Birth: _____	Date of Application: _____
Driver's License / ID No.: _____	State: _____
Social Security No.: _____	Email: _____
Primary Phone: _____	Alternate Phone: _____

Service Address: _____

Mailing Address: _____

Mailing City: _____	State / ZIP: _____
Property: ☐ Owner ☐ Renter	Requested Start Date: _____

RENTAL PROPERTY — IF APPLICABLE

Property Owner / Landlord Name: _____

Landlord Phone: _____

Landlord Mailing Address: _____

CITY USE ONLY

Account No.: _____	Book / Sequence: _____
Meter No.: _____	MIU No.: _____
Beginning Meter Reading: _____	Roll Over No.: _____
Deposit: $250.00 Date: _____	Account Transfer Fee (existing account transfers only): $35.00
New Water Tap Fee (if required): $4,500.00	Total Due (staff to calculate): $_____
Receipt No.: _____	Processed By: _____

New tap installation: The original City application states that the 911 address must be permanently affixed to the property before a tap is made.

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WATER SERVICE AGREEMENT

Customer Name: _____ Meter Number: _____

I. PURPOSE

The City of Richland is responsible for protecting the drinking water supply from contamination or pollution that could result from improper plumbing practices. This agreement notifies customers of restrictions designed to protect the public water supply. Each customer must sign before service begins; service to a previously suspended or terminated connection will not be re-established without a signed agreement.

II. PLUMBING RESTRICTIONS

A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Such sources must be isolated by an air gap or appropriate backflow prevention device.

B. No cross-connection between the public drinking water supply and a private water system is permitted. Such threats must be eliminated at the service connection using an air gap or reduced-pressure-zone backflow prevention device.

C. No connection that allows water to return to the public drinking water supply is permitted.

D. No pipe or pipe fitting containing more than 2.0% lead may be used to install or repair plumbing at a connection providing water for human use.

E. No solder or flux containing more than 0.2% lead may be used to install or repair plumbing at a connection providing water for human use.

III. CUSTOMER AGREEMENT

A. The water system will retain this agreement while the customer and/or premises are connected to the system.

B. The customer shall allow inspections for cross-connections and undesirable plumbing practices by the City or its designated agent before service and periodically afterward, during normal business hours.

C. The water system shall notify the customer in writing of identified cross-connections or other undesirable plumbing practices.

D. The customer shall immediately correct any undesirable plumbing practice on the premises.

E. The customer shall, at the customer's expense, properly install, test, and maintain any required backflow prevention device and provide testing and maintenance records to the water system.

IV. ENFORCEMENT

If the customer fails to comply, the water system may terminate service or install, test, and maintain an appropriate backflow prevention device at the service connection. Associated expenses will be billed to the customer.

Customer Signature: _____

Date: _____

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WATER METER TAMPERING ACKNOWLEDGMENT

I understand that City of Richland water meters, meter boxes, lids, meter interface units (MIUs), pipes, valves, locks, cut-offs, switches, electronics, and batteries are City property.

I understand that unauthorized unlocking or significant damage to this equipment is considered tampering and may result in responsibility for the account holder and/or property owner. The City reserves the right to pursue applicable criminal remedies.

TAMPERING FEES AND CONSEQUENCES — AS STATED IN EXISTING APPLICATION

First incident: $50.00 plus replacement parts and installation labor.

Second incident: $150.00 plus replacement parts and installation labor.

Third incident: Subject to service denial, termination of the service line, and possible theft charges.

DEPOSIT TERMS — AS STATED IN EXISTING APPLICATION

The existing form states that active meters require a $250.00 deposit held until disconnection, and that rental customers must pay an additional $50.00 nonrefundable deposit.

I acknowledge these terms and understand that I am responsible for applicable charges incurred at the service location.

Customer Printed Name: _____

Service Address: _____

Customer Signature: _____

Date: _____

CITY STAFF CHECKLIST

☐ Application complete ☐ Identification verified ☐ Deposit received ☐ Service agreement signed ☐ Tampering acknowledgment signed

Fee instructions: The $35.00 account transfer fee applies only when transferring an existing water account. The new water tap fee applies only when a new tap is required. City staff will calculate the applicable total. Verify all rates and policy language against current City requirements before publishing.