

REQUIREMENTS FOR NEW METER INSTALLATION Commercial

1. New Service Application & Agreement must be completed.
2. Notice of Charges and Fees
3. Utility Easement and Right-of-way - original must be signed, notarized and returned.
We can notarize in the office, or you can have it done elsewhere.
4. Debit Authorization (for auto payments from checking account)
(*optional*)
5. Careflite Opt-Out Form (must be completed)
6. Request Personal Information (must be signed this form keeps us from sharing your personal information.)
7. Authorization for Text/Email Water Alerts (*optional*)
8. Customer Service Inspection
(required on all new construction per TCEQ).
9. We will need a Copy of Valid Drivers License or ID.
10. We will need a copy of the Warranty Deed or Deed of Trust from the closing, not only will it have the physical address it will also have the legal description of the property (sometimes an additional exhibit).
12. We will need copy of Commercial Operating Papers (ie: LLC Operating Papers or Partnership Papers)
11. Deposit and Fees
 - A. Deposit \$200.00
 - B. Capital Improvement \$3,000.00
 - C. Installation \$800.00
 - D. If boring is required it starts at \$2,000.00

* Commercial Fees vary and will be given at time of application.

WE MUST HAVE ALL ORIGINAL COPIES
OF ALL DOCUMENTATION

BETHANY SPECIAL UTILITY DISTRICT
133 S. CR 810
Alvarado, TX 76009
817-790-2516
817-689-3677 (phone payments)
Fax 817-790-2525

New Service Application and Agreement
Commercial

Please Print:

Date _____

Applicant or Company Name _____
First M.I. Last

Co-Applicant/Spouse Name _____
First M.I. Last

Address at which Applicant requests service:
(include name of road, subdivision with lot and block number)

Billing Address:

Street Address or P.O. Box City/State/Zip

Phone: Home _____ Cell _____ Work _____

E-Mail Address: _____

Applicant Drivers License # _____ Co-Applicant Drivers License # _____

Applicant Social Security # _____ Co-Applicant Social Security # _____

Check One: Site-Built Home _____ Double-Wide _____ Single-Wide _____ Duplex _____

If Business, Name & Type of Business: _____

NOTE: FORM MUST BE COMPLETED BY APPLICANT ONLY

FOR OFFICE USE ONLY: ACCOUNT # _____ BOOK # _____ SEQUENCE # _____

Page 1 of 4
Initials _____

The District shall sell and deliver water and/or wastewater service to the Applicant and the Applicant shall purchase, receive, and/or reserve service from the District in accordance with the Service Policies of the District, as amended from time to time by the Board of Directors of the District. Upon compliance with said Policies, including payment of a deposit, the Applicant shall become eligible to receive service.

The Applicant shall pay the District for service hereunder as determined by the District's Service Policies and upon the terms and conditions set forth therein, a copy of which has been provided as an information packet, for which Applicant acknowledges receipt hereof by execution of this Agreement.

A copy of this Agreement shall be executed before service may be provided to the Applicant.

The Board of Directors shall have the authority to discontinue, terminate or suspend the service to any customer not complying with any policy or not paying any utility rates, fees or charges as required by the District's published Service Policies. At any time service is discontinued, terminated or suspended, the District shall not re-establish service unless it has a current, signed copy of this agreement.

All water shall be metered by meters to be furnished and installed by the District. The meter is for the sole use of the customer and is to provide service to only one (1) dwelling or one (1) business. Extension of pipe(2) to transfer utility service from one property to another, to share, resell, or sub-meter water to any other persons, dwellings, businesses, or property, etc., is prohibited.

The District shall have the right to locate a water service meter and the pipe necessary to connect the meter on the Applicant's property at a point to be chosen by the District, and shall have access to its meter and equipment located upon Applicant's premises at all reasonable and necessary times for any purpose connected with or in the furtherance of its business operations, and upon discontinuance of service the District shall have the right to remove any of its equipment from the Applicant's property.

Initial The Applicant shall install, at their own expense, any necessary service lines from the District's facilities and equipment to the point of applicant's use, including any customer service isolation valves (**cut-off valves**), backflow prevention devices, pressure regulators, clean-outs, and other equipment as may be specified by the District.

Initial All water utilities including the District are required by the Texas Commission on Environmental Quality (TCEQ) to obtain a completed Customer Service Inspection (CSI) Certificate before designating and transferring the account to permanent status for continuous water service. Water service is considered temporary until CSI requirement is verified.

The District shall also have access to the Applicant's property for the purpose of inspecting for possible cross-connections, potential contamination hazards, illegal lead materials, and any other violations or possible violations of state and federal statutes and regulations relating to the federal Safe Drinking Water Act or Chapter 341 of the Texas Health & Safety Code or the District's Service Policies.

The District is responsible for protecting the drinking water supply from contamination or pollution which could result from improper practices. This service agreement serves as notice to each customer of the restrictions which are in place to provide this protection. The District shall enforce these restrictions to ensure the public health and welfare. The following undesirable practices are prohibited by state regulations.

- a. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an airgap or an appropriate backflow prevention assembly in accordance with state plumbing regulations. Additionally, all pressure relief valves and thermal expansion devices must be in compliance with state plumbing codes.
- b. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the proper installation of an airgap or a reduced pressure-zone backflow prevention assembly and a service agreement must exist for annual inspection and testing by a certified backflow prevention device tester.
- c. No connection which allows condensing, cooling, or industrial process water to be returned to the public drinking water supply is permitted.
- d. No solder or flux which contains more than 0 % lead may be used for the installation or repair of plumbing on or after July 2012, at any connection which provides water for human consumption.

The District shall maintain a copy of this agreement as long as the Applicant and/or premises is connected to the public water system. The Applicant shall allow their property to be inspected for possible cross-connections, potential contamination hazards, and illegal lead materials. These inspections shall be conducted by the District or its designated agent prior to initiating service and periodically thereafter. The inspections shall be conducted during the District's normal business hours, except in emergencies.

The District shall notify the Applicant in writing of any cross-connections or other undesirable practices which have been identified during the initial or subsequent inspection. The Applicant shall immediately correct any undesirable practice on their premises. The Applicant shall, at their expense, properly install, test, and maintain any backflow prevention device required by the District. Copies of all testing and maintenance records shall be provided to the District as required. Failure to comply with the terms of this service agreement shall cause the District to terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Applicant.

In the event the total water supply is insufficient to meet the service needs of all of the District's customers, or in the event there is a shortage of water, the District may initiate the Emergency Rationing Program as specified in the District's Service Policies. By execution of this Agreement, The Applicant hereby agrees to comply with the terms of said program.

By execution hereof, the Applicant shall hold the District harmless from any and all claims for damages caused by service interruptions due to waterline breaks by utility or like contractors, tampering by other customers/users of the District, normal failures of the system, or other events beyond the District's control.

The Applicant shall grant to the District permanent recorded easement(s) dedicated to the District for the purpose of providing reasonable rights of access and use to allow the District to construct, maintain, replace, upgrade, parallel, inspect, test and operate any facilities necessary to serve that Applicant as well as the District's purposes in providing system-wide service for existing or future customers.

By execution hereof, the Applicant agrees that non-compliance with the terms of this agreement by said Applicant shall justify discontinuance, termination or suspension of service until such time as the violation is corrected to the satisfaction of the District.

Any misrepresentation of the facts by the Applicant on any of the three pages of this agreement shall result in discontinuance of service pursuant to the terms and conditions of the District's Service Policies.

Witness

Applicant

Co-Applicant

Approved and Accepted

Date Approved

New meter install is \$3,800.00

Deposit \$200.00

We will need to make a copy of a Valid Drivers License or Valid ID

We will need to make copy of Warranty Deed or Deed of Trust it will contain the physical description of the property along with the physical address of the property.

Payment:

Credit/Debit \$ _____ Type _____ Fee (3.5%) \$ _____

Cash \$ _____ Receipt # _____

Check \$ _____ Check # _____

Money Order \$ _____ Check # _____

Cashiers Check \$ _____ Check # _____

Employee Initials

Date

Account # _____

Auto Draft	Yes	or	No
CareFlite	Yes	or	No

**THIS PAGE IS TO BE COMPLETED BY OFFICE STAFF
FOR OFFICE USE ONLY**

NOTICE OF CHARGES AND FEES
Commercial New Meter Install

Bethany Special Utility District
133 S CR 810
Alvarado, TX 76009
817-790-2516
817-689-3677 (phone payments)
817-790-2525 (fax)
bethanysud@gmail.com

MINIMUM MONTHLY CHARGE: Commercial Small Meter will be charged \$51.75 per month for the first 1,000 gallons used, plus \$10.00 per each 1,000 used after the first 1,000 gallons. Any customer requiring Commercial Large Meter will be charged \$71.75 per month for the first 1,000 gallons used, plus \$10.00 per each 1,000 used after the first 1,000 gallons. TWC Tax (.5%) is added to the monthly water charge on each bill.

LATE FEE: A \$20.00 late charge is added to the balance if the bill is not paid by the 10th of each month. Failure to pay a bill in full by the 25th of each month will result in disconnection of water service. A reconnection/trip fee of \$100.00 will apply anytime our service drivers have to make a trip for disconnection of service. All balances must be paid in full to resume service. Service cannot be restored after hours and our service men cannot accept any form of payment. If the meter is locked, for any reason, the minimum charge will still apply each month.

A Deposit of \$200.00 along with \$3,000.00 for Capital Improvement and \$800.00 for installation is required for all new meter installs. The total is \$4,000.00. Installation will not be done till all paperwork has been received and completed accurately along with the payment.

It is your responsibility to pay your monthly bill. The bills are mailed so that you should receive it by the 1st of the month. If you do not receive your bill, please contact us at 817-689-3677. We cannot be responsible for the postal service. There is a \$25.00 charge for returned checks. A \$20.00 late fee may also apply. If at any time we receive a check back for insufficient funds then we will no longer be able to accept personal checks. Only cash, credit/debit cards (with \$2.00 processing fee), money orders or cashier's check will be accepted for payment of a returned check.

Anytime you believe that your bill is incorrect, you should contact the office by phone at 817-689-3677. If problem is not resolved informally, you may request a hearing by written notice during normal business hours. The request for hearing must be registered prior to the proposed date of discontinuance. No formal hearing may be had where your sole complaint is that you are financially unable to pay the billing and there is no dispute as to accuracy of the billing. If the determination is made that the bill is correct, you will be required to pay the amount due.

Customer must contact our office in advance to suspend or cancel service. Failure to do so will result in continuing charges.

You are hereby notified that unauthorized connection of a utility meter is a violation of Sec. 31.4 of the Texas Penal Code and is subject to prosecution. If at anytime a lock is placed on a meter and that lock is removed by anyone other than a Bethany SUD Employee your account will be charged \$200.00. Your account will also be charged for the water usage that occurred from the time the lock was removed at the current highest water rate per 1000 gallons of water used.

Our office hours are Monday - Friday 8:00am to 4:00pm. For your convenience, a night drop slot is located on the front door for payments during and after non business hours. We are able to set up an automatic draft on your bank account if you complete the Debit Authorization form and provide us with a voided check. If paying with a debit or credit card call 817-689-3677 Monday - Friday 8:00am to 4:00pm (if no answer leave a message with Name, Phone number and Service Address).

If you have a complaint you may contact Laura Aguirre the Business Manager at 817-939-1331, or Clint Irwinsky the Operations Manager at 817-819-3004. If they cannot assist you with your concern, it should be brought before the Board of Directors at the monthly board meeting held on the 3rd Tuesday of each month.

By execution hereof, the Applicant shall hold the District harmless from any and all claims for damages caused by service interruptions due to waterline breaks by utility or like contractors, tampering by other customer/users of the District, normal failures of the system, or other events beyond the District's control.

Thank you and we appreciate your business!

Current (New) Occupant Signature

Date

Current (New) Occupant Signature

Date

UTILITY EASEMENT AND RIGHT-OF-WAY

KNOW ALL MEN BY THESE PRESENTS, that _____ of _____ County Texas, hereinafter called Grantor(s), does hereby covenant he/she/they own the following described property and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey to **Bethany Special Utility District**, hereinafter called Grantee, its successors, and assigns, a perpetual Easement situated in the _____ Survey, Abstract No. _____; more particularly described in the instrument recorded in Volume _____, Page _____, containing _____ acres, or the _____ Subdivision, Block _____, Lot _____, Deed Records, _____ County, Texas, together with the right of pedestrian or vehicular ingress and egress over Grantor's adjacent lands for the purpose of operating and maintaining the Grantee's utility facilities or reading meter(s) situated on this land. **The Easement hereby granted shall be 20' in width.** Grantee is hereby authorized to operate and maintain existing waterlines, including related acts deemed by Grantee to be necessary such as installing, inspecting, repairing, replacing, upgrading, existing or proposed water distribution and/or transmission pipelines, meters, valves and any other appurtenances as needed. Said waterline shall be the centerline of the easement.

As part of granting said Easement, Grantor covenants Grantee will also have the right to prevent the construction or placement within the Easement of any building, structures materials or other obstructions which may, in the sole judgment of the Grantee, endanger, interfere with the Grantee's use of the Easement or the efficiency, safety or convenient operation of said utility service(s) or related equipment. If such obstruction(s) are constructed or otherwise placed within the Easement without Grantee's prior written consent, then Grantee shall have the right to remove same from such space and seek payment from the owner for the reasonable cost of such removal. Grantor shall not make changes in the grade, elevation, or contour of the land within the Easement without prior written consent of Grantee, its successors and assigns. Grantor agrees that Grantor, Grantor's heirs, successors and assigns shall not individually, or in combination with others, interfere directly or indirectly with the Grantee's efficient, safe, or convenient use of this Easement.

Said consideration constitutes payment in full for all damages sustained by Grantors by reason of the installation of the structures referred to herein and the Grantee will maintain such easement in a state of good repair and efficiency so that no unreasonable damages will result from its use to Grantors' premises. This Utility Easement and Right-of-Way contains all covenants and terms between Grantor and Grantee related to the Easement. Any amendment or modification of this Easement must be in writing and agreed by both parties.

TO HAVE AND TO HOLD this Easement unto Grantee, its successors and assigns forever, and Grantor hereby binds Grantor, Grantor's heirs, successors, and assigns to warrant and forever defend said Easement to Grantee, its successors and assigns, against any person or entity claiming the same or any part thereof.

IN WITNESS WHEREOF the said Grantor has executed this instrument this _____ day of _____, 20 _____.

GRANTOR (S):

ACKNOWLEDGEMENT

THE STATE OF TEXAS, COUNTY OF _____

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on the day personally appeared _____, known to me to be the person whose name is subscribed hereto, and acknowledged to me that he/she executed the same of the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____ day of _____, 20 _____.

Notary Public for State of Texas

Debit Authorization Form

I (we) hereby authorize **Bethany Special Utility District** to initiate entries to my checking account at the Financial Institution listed below, if necessary initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until Bethany Special Utility District is notified by me (us) in writing to cancel it in such time as to afford Bethany Special Utility District and the Financial Institution a reasonable opportunity to act on it.

Name

Address

Phone #

Name of Financial Institution

Address of Financial Institution - Branch City, State & Zip

Financial Institution Routing Number

Account Number

WILL BE DRAFTED ON THE 10TH OF EACH MONTH

Signature

Date

Bethany Account Number

PLEASE ATTACH A VOIDED CHECK

Office use only

Date & Initials Added to Tabs

Date & Initials Added to ACH



Bethany Special Utility District

**Opt Out Form
133 S CR 810
Alvarado, TX 76009**

Name: _____
Address: _____
City/State/Zip Code: _____
Utility Account # _____

The undersigned hereby notifies the Bethany SUD that he/she is the authorized account holder of the above account and that he/she exercises the right to opt out of the \$1 per month fee for the Caring-Heart Membership. The undersigned acknowledges that the fee will be removed at the conclusion of the next billing cycle. As a result of opting out, I acknowledge that no one in my household will receive the benefits of the Caring-Heart Membership Program which protects families against out of pocket costs for CareFlite's air and ground ambulance service.

Signature

Date Signed

Bethany SUD Witnessing Signature Above

Date Signed

For Water Department Use Only:

\$1 CareFlite Membership Fee removed from account shown above on _____
by _____.

**REQUEST PERSONAL INFORMATION
CONTAINED IN OUR UTILITY RECORDS
NOT BE RELEASED TO UNAUTHORIZED PERSONS**

The Texas legislature enacted a bill, effective September 1, 1993 allowing special utility districts to give their customers the option of making the customer's address, telephone number, and social security number confidential.

IS THERE A CHARGE FOR THIS SERVICE?

NO. There is not a charge for this service.

HOW CAN YOU REQUEST THIS?

Simply complete the bottom of this page and return to:

Bethany Special Utility District
133 S. CR. 810
Alvarado, Texas 76009

Your response is not necessary if you do not want this service.

WE MUST STILL PROVIDE THIS INFORMATION UNDER LAW TO CERTAIN PERSONS.

We must still provide this information to (1) an official or employee of the state or a political subdivision of the state, or the federal government acting in an official capacity; (2) an employee of a utility acting in connection with the employee's duties; (3) a consumer reporting agency; (4) a contractor or subcontractor approved by and providing services to the utility or to the state, a political subdivision state, the federal government, or an agency of the state or federal government; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage services for compensation. However, such confidentiality does not prohibit the District from disclosing the name and address of each customer on a list to be made available to the District's voting customers, or their agents or attorneys, in connection with any meeting of the District's customers.

Yes, I want to make my personal information (address, telephone number, and social security number) confidential.

Name

Account Number

Address

Telephone Number

City, State, Zip Code

X _____
Signature

Authorization for Text/Email Alerts

Date: _____

Account # _____

Account Name _____ Service Address _____

Email Address _____

Phone/Text # _____ Cell Phone Carrier _____

By signing below I authorize Bethany Special Utility District to set me up for text/email alerts regarding my water service. At any time I can cancel this authorization by signing a cancellation form.

Customer Signature



Texas Commission on Environmental Quality

Customer Service Inspection Certificate

Form TCEQ-20699 - Instructions

General Instructions:

The purpose of form TCEQ-20699 is to certify the identification and prevention of cross connections, potential contaminant hazards, and illegal lead materials as per *Title 30 of the Texas Administrative Code(30 TAC) 290.46(j)(4)*. The form can be completed one of two ways:

1. The form can be printed and completed manually, or;
2. The form can be completed electronically through an electronic medium (tablet, laptop computer, etc.). The yellow areas on the form can be completed electronically.

NOTE: *The form is intended to be completed on-site while the inspection is occurring. If the form is completed electronically, the electronic device must also be on-site for proper use of this form.*

The form must be printed and signed by the Inspector that performed the work. The hardcopy original or a copy must be provided to the Public Water System (PWS) for record keeping purposes as specified in *30 TAC §290.46(f)(3)(E)(iv)*.

Specific Instructions:

Please follow these instructions when completing Form TCEQ-20699:

1. Check boxes: If completing the form electronically, all check boxes are highlighted in yellow and can be selected to make the desired indication. Selecting a box will insert an "X" in the box.
2. Remarks: The "Remarks" section of the form is expandable, which means your final report can be more than one page. Make sure to include all pages when submitting to the local water purveyor.
3. Due to there being three (3) different licensed individuals that can fill out this form: TCEQ Licensed Customer Service Inspector, Licensed Plumbing Inspector or Licensed plumber with Water Supply Protection Specialist endorsement. Please provide your title.

**Texas Commission on Environmental Quality
Customer Service Inspection Certificate**

Name of PWS:	Bethany Special Utility District
PWS ID #:	1260016
Location of Service:	

Reason for Inspection:

New construction	<input type="checkbox"/>
Existing service where contaminant hazards are suspected	<input type="checkbox"/>
Material improvement, correction or expansion of distribution facilities	<input type="checkbox"/>

I _____, upon inspection of the private water distribution facilities connected to the aforementioned public water supply do hereby certify that, to the best of my knowledge

Compliance	Non-Compliance	
<input type="checkbox"/>	<input type="checkbox"/>	(1) No direct or indirect connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination are isolated from the public water system by an air gap or an appropriate backflow prevention assembly in accordance with Commission regulations.
<input type="checkbox"/>	<input type="checkbox"/>	(2) No cross-connection between the public drinking water supply and a private water system exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure principle backflow prevention assembly is properly installed.
<input type="checkbox"/>	<input type="checkbox"/>	(3) No connection exists which would allow the return of water used for condensing, cooling or industrial processes back to the public water supply.
<input type="checkbox"/>	<input type="checkbox"/>	(4) No pipe or pipe fitting which contains more than 8.0% lead exists in private water distribution facilities installed on or after July 1, 1988 and prior to January 4, 2014.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Plumbing installed on or after January 4, 2014 bears the expected labeling indicating $\leq 0.25\%$ lead content. If not properly labeled, please provide written comment.
<input type="checkbox"/>	<input type="checkbox"/>	(6) No solder or flux which contains more than 0.2% lead exists in private water distribution facilities installed on or after July 1, 1988.

I further certify that the following materials were used in the installation of the private water distribution facilities:

Service lines:	Lead <input type="checkbox"/>	Copper <input type="checkbox"/>	PVC <input type="checkbox"/>	Other <input type="checkbox"/>
Solder:	Lead <input type="checkbox"/>	Lead Free <input type="checkbox"/>	Solvent Weld <input type="checkbox"/>	Other <input type="checkbox"/>

Remarks:	

I recognize that this document shall be retained by the aforementioned Public Water System for a minimum of ten years and that I am legally responsible for the validity of the information I have provided.

Signature of Inspector:		License Type:	
Inspector Name(Print/Type):		License Number:	
Title of Inspector:		Date / Time of Insp.:	/

A Customer Service Inspection Certificate should be on file for each connection in a public water system to document compliance with 30 TAC § 290.44(h)/290.46(j).