



**CITY OF COPPELL  
COMMERCIAL WATER ACCOUNT  
SERVICE APPLICATION**

DATE APPLIED	START SERVICE DATE
SERVICE ADDRESS	
MAILING ADDRESS	
BUSINESS NAME	
CONTACT NAME	CONTACT PHONE
TAX ID	EMAIL ADDRESS

_____ Domestic Meter	Account # _____	Deposit _____
_____ Irrigation Meter	Account # _____	Deposit _____
_____ Fire Meter	Account # _____	Deposit _____

**TERMS OF SERVICE**

1. If you do not receive your bill by the third day after it has been mailed, please notify the Utility Billing Department by calling 972-304-3695. We have two billing cycles. Cycle #1 bills are mailed out at the end of each month and Cycle #2 bills are mailed out the 15<sup>th</sup> of each month. You are in Cycle #\_\_\_\_\_.
2. Bills are due on the 20<sup>th</sup> for Cycle #1 and the 5<sup>th</sup> for Cycle #2. After the due date, a 10% penalty is assessed and a blue delinquent notice is mailed out giving the customer approximately ten days to pay their water bill before it is disconnected. A \$20.00 reconnect fee will be added to the delinquent balance. The delinquent balance and reconnect fee must be paid before the water can be reconnected.
3. A \$30.00 returned check fee will be assessed for any check returned to our office unpaid.
4. **When a customer has a leak on their side of the meter, they are responsible for repairing the leak and paying for water loss.**

SIGNATURE ACKNOWLEDGES CUSTOMER'S UNDERSTANDING AND AGREEMENT TO THE TERMS OF SERVICE.

Customer's Signature	Date
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