

NORTH COLLIN WATER SUPPLY CORPORATION

A Private, Non-Profit Rural Co-op.
Post Office Box 343
Melissa TX 75454-0343

(NCWSC)

www.northcollinwsc.com

2225 State Highway 121 North
Voice (972) 837-2331
Fax (972) 837-2930

Dear Member,

Enclosed is a form which is needed for your membership file. All person/s named as owner/s on the property deed should sign the form. Please call us if you have any questions. Landlords are asked to submit a pre-usage & a final meter reading for each renter if the landlord has signed an Alternate Billing Agreement. This **Alternate Billing Agreement for Rental Accounts** should be completed *only if the new tenant is to receive the water bills*. NCWSC does not charge water deposits; so if this option is chosen, the owner would probably want to obtain a water deposit from the renter.) This form should be completed and signed by the land owner, landlord, lessor or legal property manager, whose information goes on the top six lines. Information about your new renter, tenant, lessee or leaseholder goes on the middle eight lines. Please read the two underlined paragraphs *carefully* before signing and dating the form in front of a witness (not necessarily a Notary Public). Also helpful would be the former tenant's name, the property's physical (9-1-1) address and location (in case you own another meter/s), and other information requested on the page.

The second option is for *the owner to receive the monthly water bills and give them to the tenant, thus seeing that the account is kept current*. If this agreement is signed/submitted so the *tenant* receives the bills, the account could possibly reach cut-off status without the owner's knowledge (but the meter will not be permanently removed without the owner's knowledge).

The third option is for the bills to be mailed to the owner at the service address, without the renter's name appearing on the account or on the bill.

Whether the account is billed to the owner or to the tenant, *any outstanding balance/s remains the responsibility of the owner*. As the owner, *the billing decision is yours*.

If this account is still being billed to you, the billing will remain in your name/address until the completed/ signed form is returned to (and the billing change is approved by) NCWSC management. If this account is not being billed to you, the billing will be returned to your name/address unless the completed/signed form is returned to (and the billing change is approved by) NCWSC management. Members are responsible for all connections on their side of the meter.

WHY SO MUCH PAPERWORK? Because water is a natural resource, water supply corporations (WSC's) are governed by the Texas Commission on Environmental Quality (TCEQ), which requires that we keep certain completed/signed forms in customers' files. Water meters become part of the real estate, and are conveyed with the sale of the service address/assigned property. Thanks for helping NCWSC comply with TCEQ requirements!

Thanks very much!

N C W S C

ALTERNATE BILLING AGREEMENT

FOR RENTAL OR LEASE ACCOUNTS, OR LEASE-PURCHASES

PROPERTY OWNER'S NAME/S: _____ NCWSC ACCT # _____
_____ PHONE #'S: _____

MAIL. ADDR.: _____
_____ PROP'S. 9-1-1 ADDR.: _____
_____ METER SERIAL # _____

I hereby authorize North Collin Water Supply Corporation to send all billings on my account to the person/s and mailing address below until further written notice:

NEW TENANT'S NAME/S: _____ PHONE #'S: _____

MAIL. ADDR.: _____

FORMER TENANT: _____
FINAL MTR. RDG.: _____

BEGINNING MTR. RDG.: _____ READING DATE: _____

READING DATE: _____ MOVE-OUT DATE: _____

MOVE-IN DATE: _____ OUTSTANDING BALANCE: \$ _____

I UNDERSTAND THAT, UNDER THIS AGREEMENT, I WILL BE GIVEN NOTICE BY THE CORPORATION OF ALL DELINQUENCIES ON THIS ACCOUNT PRIOR TO DISCONNECTION OF SERVICE. A NOTIFICATION FEE SHALL BE CHARGED TO THE ACCOUNT IN ACCORDANCE WITH THE PROVISIONS OF THE CORPORATION'S TARIFF.

I ALSO UNDERSTAND THAT I AM RESPONSIBLE TO SEE THAT THIS ACCOUNT BALANCE IS KEPT CURRENT, AS IS ANY OTHER ACCOUNT IN THE CORPORATION. THIS ACCOUNT SHALL NOT BE REINSTATED UNTIL ALL DEBT ON THE ACCOUNT HAS BEEN RETIRED.

THIS ENTIRE FORM MUST BE COMPLETED, AND WITNESSED BY AN ADULT, BEFORE IT IS RETURNED TO: NCWSC, POB 343, MELISSA, TX 75454-0343 (2225 Hwy. 121N). Whether the billing of this account is in the owner name/s or the tenant name/s, any outstanding balance remains the responsibility of the owner/s.

THANK YOU!

All owners named on the property deed & as membership holders should sign below:

Owner Date Adult Witness Required

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