



**CITY OF OVERTON, TEXAS  
APPLICATION AND SERVICE AGREEMENT  
"NEW UTILITY ACCOUNT SERVICE"**

Account #: _____
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**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **SSN#:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **DL#:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Owner / Landlord Name** \_\_\_\_\_ **Owner / Landlord Phone#:** \_\_\_\_\_

Residential:  Commercial:

**Services Requested:**  Water  Sewage  Garbage  Extra Trash Carts: # \_\_\_\_\_

Residential Renters		Residential Owners		Commercial	
<input type="checkbox"/> Inside City Limits	<input type="checkbox"/> Outside City	<input type="checkbox"/> Inside City Limits	<input type="checkbox"/> Outside City	<input type="checkbox"/> Inside City Limits	<input type="checkbox"/> Outside City
<b>Deposit</b>	<b>\$100.00</b>	<b>Deposit</b>	<b>\$100.00</b>	<b>Deposit</b>	<b>\$100.00</b>
<b>Connect Fee</b>	<b>\$100.00</b>	<b>Connect Fee</b>	<b>\$100.00</b>	<b>Connect Fee</b>	<b>\$100.00</b>
<b>CSI:</b>		<b>CSI:</b>		<b>CSI:</b>	
<b>Other:</b>		<b>Other:</b>		<b>Other:</b>	

The undersigned ("Hereinafter called the Consumer") hereby makes application for and agrees to take from the City of Overton the service or services covered by this application at the address given above, consumer agrees that on/or before the 15th day of each month, to pay for all such services furnished and/or consumed during the period for which said billing is rendered to the City. Billing is set in accordance with standard rate set by the City Council of the City of Overton for such standard class of service. Failure to pay the billed amount by the 15th of each month shall result in a \$10.00 late fee being assessed. Failure to pay the total amount billed and the late fee before the 25th of each month shall be subject to a \$25.00 surcharge (cut off & reconnect fee) being assessed to the account and the account will be scheduled for disconnection. The City shall not be obligated under this agreement to furnish any service of a type or character not available from the existing lines or facilities.

The consumer agrees to permit the authorized agents of the City free access to the premises of the consumer for the purpose of connecting, disconnecting, inspecting, testing, reading meters, repairing or removing any property of the City. Consumer agrees not to allow anyone other than authorized agents of the City to tamper with the property of the City for the purpose of removing its seals.

The City will make reasonable provisions to insure satisfactory and continuous service, but it does not guarantee continuous, and will not be liable for loss or damage caused by accidents or conditions which could not have foreseen or over which it has no control. The consumer agrees that this application and agreement is subject to all City Ordinances and Regulations (Chapter 50 of the City of Overton Code of Ordinances) covering the above service, and those Ordinances and Regulations are part of this agreement.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Co-Applicant required if under 18 years of Age)

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**EMPLOYMENT DETAILS**

Employer Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**OTHER CONTACT/ PERSONAL INFORMATION CONTACT:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

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**PERSONAL REFERENCES (PROVIDE AT LEAST 3)**

Name	Relationship	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____



**CITY OF OVERTON, TEXAS  
APPLICATION AND SERVICE AGREEMENT  
“CUSTOMER CONFIDENTIALITY REQUEST”**

Account #:  _____
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**Would you prefer your City of Overton Utility Records  
be kept Confidential?**

**You can now request that personal information contained in our utility application not be released to unauthorized persons through a public information request.**

- The Texas legislature enacted a bill allowing publicly owned utilities give their customers an option of making the customer’s address, telephone # 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 form located at the bottom of this page, and return it to the City of Overton offices are located at 1200 S. Commerce Street, Overton, Texas 75684. If you need more information please call 903-834-3171.

**Please Note:**

**The City must still provide information under law to certain persons:**

We must still provide 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 action 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; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (5) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage services for compensation.

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**Yes, I want you to make my information (address, telephone # and social security #) confidential.**

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Overton, Texas

☆P.O. Drawer D, 1200 S. Commerce Street ☆Overton, TX 75684☆

☆903-834-3171 Voice ☆ 903-834-3174 Fax☆

## Know the City Regulations Concerning Utility Bills!

Account #:  
\_\_\_\_\_

1. Water Meters are read between the 15<sup>th</sup> to the 20<sup>th</sup> of each month (weather and/or emergency situations permitting).
2. Utility Bills are mailed on the 1<sup>st</sup> of the following month.

### PAYMENTS:

- All current billings are due by the 15<sup>th</sup> day of each month. Bills are due & payable between the 1<sup>st</sup> to the 15<sup>th</sup> of each month, and are **PAST DUE** after 7:30 a.m. on the 16<sup>th</sup> day of the month
- **A Night Drop Slot at City Hall** allows for payment after hours, money orders, checks and cash are accepted in the drop box. Please be sure to attach your water bill statement to the check or money order and write the service address on the check. Cash must be inside an envelope with the account number and service address listed on the envelope to ensure credit is given to the correct account.
- Night drop payments are accepted through the 16<sup>th</sup> at 7:30 a.m. and considered timely.
- Utility Billing Clerk will come in at 7:30 a.m. on the 16<sup>th</sup> and 25<sup>th</sup> of the month and post all payments from night drop. Before doors open at 8 a.m., all late charges will already be applied. **No Exceptions**
- When the 15<sup>th</sup> falls on a weekend or holiday, the next business day is considered timely until 4:30 p.m.
- Each customer will receive a hand written receipt when the Utility Bill stub is not provided or the Utility Bill stub will be stamped "PAID" and the date the payment was accepted at the time it is accepted by the Utility Billing Clerk.
- Payments not received timely as outlined above will be charged a \$10.00 late fee.

### CUTOFFS:

- Billings not received in full by the 25<sup>th</sup> of the month or night drop before 7:30 a.m. on the 26<sup>th</sup> of the month will be charged a \$25 administrative surcharge and shut off (locked).
- Services for unpaid accounts will be disconnected after 8:00 a.m. on the 26<sup>th</sup> of each month.
- A surcharge is applied to any account where the payment is made after the 25<sup>th</sup>, even if the service had not been disconnected.

### EXTENSIONS:

- No extensions on the above listed due dates shall be granted.

### ADDITIONAL TRASH CARTS:

- Extra trash carts will be provided upon request for a fee of \$5.32 per additional cart.

### ONLINE PAYMENTS:

- Go to [www.ci.overton.tx.us](http://www.ci.overton.tx.us) & click on the **CREDIT CARD** icon  located on the right side of the screen.
- The City Website online payments will accept Master Card, Visa, American Express, Discover and PayPal. The website will also accept a bank card with one of these logos.
- Consumer will be charged a .35¢ convenience fee plus a 3% of the total amount charged when paying by credit card.



# City of Overton, Texas

☆P.O. Drawer D, 1200 S. Commerce Street ☆Overton, TX 75684☆

☆903-834-3171 Voice ☆ 903-834-3174 Fax ☆

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Timeline:

<b>Payment Due</b>	<b>Past due – add \$10.00</b>	<b>Payment Amount + 10.00 Late Fee + 25.00 Surcharge</b>
1 <sup>st</sup> – 15 <sup>th</sup>	16 <sup>th</sup> – 25 <sup>th</sup>	Payment made after 25 <sup>th</sup> - Scheduled for Disconnection

Consumer Acknowledgement:

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Consumer Signature

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Date

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Consumer Printed Name

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Service Address

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City Employee Initials