



Green Valley Special Utility District

Check List for New Owners or Renters

This checklist does NOT need to be turned into to GVSUD.

- ✓ Customer Service Application
 - to include all person(s) that need/require access to the GVSUD Water/Sewer account. (If you are not on the application you will not be on the account and GVSUD will not be able to speak with you regarding any questions/concerns you may have.)
- ✓ Standard Service Agreement
- ✓ Confidentiality Form
 - GVSUD will ONLY speak to authorized person(s) on the account regardless of completions of this form. If a third-party entity request personal information on your account and this form is NOT filled out, GVSUD by the Open Records Act will have no choice but to release this information.
- ✓ Photo ID's
 - Must include ALL photo ID's for anyone listed on the Customer Service Application.
- ✓ Sewer Affidavits (if applicable)
 - City of Cibolo
 - Zipp Road Utilities
- ✓ Lease Agreement
 - Must include Names of Tenant(s), Property MGMT/Owner Name(s), Service Address and the Signature page of Tenants and Prop. Mgmt./Owner

-OR-

- ✓ Ownership Documents
 - Acceptable documents include: Texas Disclosure, Warranty Deed, Guarantee Deed, Deed of Trust or Executor Deed
 - Must include the Names of the Buyer(s) and Seller(s), Service Address and the Signature page of the Buyers and Sellers or Closing Officer or Escrow Secretary.
- ✓ ACH Bank Draft Form – Optional
 - If you chose to submit the request for ACH Bank Draft, you will also need to enclose a VOIDED check or a COPY of the check to be used.

If you chose to submit these forms electronically you can email them to customerservice@gvsud.org.

DATE: _____

**GREEN VALLEY SPECIAL UTILITY DISTRICT
CUSTOMER SERVICE APPLICATION**

(all items in bold must be completed)

PLEASE PRINT

Acct. No. _____

Tenant No. _____

FOR DISTRICT USE ONLY

COUNTY OF PROPERTY: _____

PRIMARY

NAME: _____ **TAX ID #**
OR
DL/ID #: _____ **STATE:** _____

SECONDARY

NAME: _____ **TAX ID #**
OR
DL/ID #: _____ **STATE:** _____

BILLING ADDRESS: _____
(if different than service address) **STREET/PO Box** **City** **State** **Zip**

PHONE NUMBERS: **Primary:** _____ **Secondary:** _____

EMAIL: _____

PROPERTY ADDRESS: _____

IS PROPERTY LOCATED IN THE CITY LIMITS? (Circle One) **YES** **NO** **IF SO WHAT CITY:** _____

ARE YOU (Circle One) **RENTING** **PURCHASING**

PROPERTY OWNER (if renting) _____ **PHONE #:** _____

What will be the primary usage of water? (Circle One) **Residential** **Commercial** **Irrigation**

Do you have any special needs? (i.e. Dialysis): _____
You must supply a written statement from your doctor and must continue to provide every six months.

APPLICABLE FEES – FEE BREAKDOWN LOCATED ON REVERSE SIDE OF PAGE.

<input type="checkbox"/> DEPOSIT	\$150.00	<input type="checkbox"/> FIRE HYDRANT METER	\$1500.00
<input type="checkbox"/> TRANSFER FEE	\$35.00	<input type="checkbox"/> Other _____	\$ _____
<input type="checkbox"/> UNLOCK FEE (If applicable)	\$35.00	<input type="checkbox"/> Other _____	\$ _____

TOTAL DUE TODAY: \$ _____

Applicant agrees to pay all applicable fees to establish water service at the previous mentioned property location.

Read and Accepted by:

Applicant

Date

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on basis of visual observation and surname.

_____ White not of Hispanic Origin	_____ Black, not of Hispanic Origin	_____ Hispanic
_____ American Indian or Alaskan Native	_____ Asian or Pacific Islander	_____ Other (specify)
_____ MALE	_____ FEMALE	

ITEMIZED FEE LIST

- All listed prices are subject to change at the discretion of Green Valley SUD Board of Directors.
- Each account is required to have a separate deposit.
- Once the account has been closed, the Deposit will be applied to the final balance on the account. If there is a credit remaining a refund check will be issued within 4-6 weeks to the mailing address on file.
- GBRA Sewer Service Customers - Green Valley recommends that rental property owners, with sewer, take a deposit from your renter to cover any unpaid sewer bills. Property Owners will be held responsible for ANY past due sewer charges incurred by any person(s) occupying the residence.
- Inspections **MUST** be completed on all Newly Built Homes before financial responsibility can be transferred to the New Owner.

<p style="text-align: center;">New Meter Installation (standard residential meter)</p> <p>\$3490 Impact Fee \$2000 Water Acquisition Fee \$750 Installation \$150 Deposit <u>\$75 Inspection</u> \$6,465 Total</p>	<p style="text-align: center;">New Meter/Sewer Installation (standard residential meter)</p> <p>\$3900 Sewer Connection Fee \$3490 Impact Fee \$2000 Water Acquisition Fee \$750 Installation \$150 Deposit <u>\$75 Inspection</u> \$10,365 Total</p>	<p style="text-align: center;">New Meter/Sewer Installation (standard residential meter)</p> <p>\$4540 Santa Clara Sewer Connection Fee \$3490 Impact Fee \$2000 Water Acquisition Fee \$750 Installation \$150 Deposit <u>\$75 Inspection</u> \$11,005 Total</p>
<p style="text-align: center;">Fire Hydrant Meter</p> <p>\$1500 Deposit \$35 Trip Fee</p>	<p style="text-align: center;">New Application Fee (standard residential meter)</p> <p>\$150 Deposit \$35 Transfer Fee \$35 Unlock Fee (if applicable)</p> <p style="text-align: center;">Any past due GBRA Sewer Charges (if applicable)</p>	

**GREEN VALLEY SPECIAL UTILITY DISTRICT
STANDARD SERVICE APPLICATION AND AGREEMENT**

Agreement, made this _____ day of _____, 20_____, between **GREEN VALLEY SPECIAL UTILITY DISTRICT**, a District organized under the laws of the State of Texas (hereinafter called the District) and _____

(hereinafter called the Customer).

Witnesseth:

The District agrees to sell and deliver water service to the Customer and the Customer agrees to purchase and receive water service from the District, in accordance with the Bylaws and Policy of the District, as amended from time to time by the District.

The Customer shall pay the District for service hereunder, at the rates and upon terms and conditions set forth in the rate schedule adopted by the District's Board of Directors.

The Board of Directors shall have the authority to cancel service in the event the Customer breaches this agreement by (1) refusing or failing, without just cause, to connect to the District's facility and use same as soon as the facility is available, or (2) refusing or failing, without just cause, to pay the minimum monthly water rate as established by the District, the Customer agrees to pay the District liquidated damages in accordance with the Policy of the District.

In the event the total water supply becomes insufficient to meet all the needs of the Customer, or in the event there is a shortage of water, the District may initiate a Drought Management Program, thus prorating the available water among the various Customers on such basis as is deemed equitable by the Board of Directors. A schedule of hours covering the use of water may be prescribed. By the execution of this Agreement, the Customer hereby agrees to comply with terms of said Program.

The Customer shall install, at his own expense, a service line from the water meter to the point of use. The use of pipe and fittings that contain more than 8.0% lead or solder and flux that contain more than 0.2% lead is prohibited by State Law. No water connection shall be made where an actual or potential contamination by cross connection or backflow siphonage may exist. Connection of service pipelines from the District's water service meter to any private well or other unknown water supply is strictly prohibited.

The District's employees shall have access to the Customer's property or premises at all reasonable times for the purpose of inspection to insure compliance with State required standards, applicable plumbing codes and utility construction standards.

By the execution hereof, the Customer shall hold the District harmless from any and all claims for damage to real or personal property, occurring from the point the Customer ties on to the water meter to the final destination of the line installed by the Customer, caused by service interruptions due to

waterline breaks by utility or like contractors, tampering by other Customers of the District, normal failures of the system, or other events beyond the District’s control. The Customer agrees to grant to the District now or in the future, any easements of right-of-way for the purpose of installing maintaining and operating such pipe line, meters, valves, and any other equipment which may be deemed necessary for the District to extend or improve service for existing or future Customers, on such for as required by the District.

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

By execution of this Standard Service Application and Agreement, Applicant agrees to guarantee payment of all other rates, fees, and charges due on any account for with said Applicant has made a deposit. Said guarantee shall pledge any and all deposit monies against any balance due the District. Liquidation of said deposit shall give rise to discontinuance of water utility service under the terms and conditions of the District’s Policy.

By execution of this Standard Service Application and Agreement, Applicant agrees that non-compliance with the terms of this Agreement by said Applicant shall constitute denial or discontinuance 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 two pages of this form shall result in discontinuance of service pursuant to the terms and conditions of the District’s Policy.

Customer

District Representative

Date

Date

**GREEN VALLEY SPECIAL UTILITY DISTRICT
CONFIDENTIALITY FORM**

According to House Bill 859, passed on May 23, 1993, government operated utilities that provide water, sewer, garbage, gas, or electricity for compensation, may not disclose personal information in a customer's account records **IF** the customer requests, **IN WRITING**, that the utility keep the information confidential. Personal information means an individual's address, telephone number or social security number. This bill applies to water supply companies, cities, districts and all governmental bodies who are subject to Open Records Act.

I/We _____, account No. _____

Request that my/our account records at Green Valley Special Utility District be kept confidential as per House Bill 859, passed on May 23, 1993.

Customer Signature

Customer Name (Please Print)

Property Address

City State Zip



Green Valley SUD Bank Draft Instructions

Please detach this portion below the dotted line and retain for your records.

Complete ALL information

All signatures are REQUIRED on this form if there is a joint checking/savings account holder. This does NOT grant them access to the utility account, unless they are added to the account via Authorization Form.

A VOIDED Check is required to complete the bank draft process.

Bank Draft processing could take 4-6 weeks. Please ensure you pay your account manually until your bill reflects AUTO PAY. You may contact the office any time to see if the update has taken effect.

I understand that a request to discontinue my automatic ACH draft will need to be submitted in writing a minimum of 2 business days prior to the last scheduled ACH draft date.

Remittance of Required Documentation

Mail To:
Green Valley SUD
Attn: Billing
PO Box 99
Marion, Texas 78124

Fax To:
830.420.4138

Email To:
customerservice@gvsud.org

GVSUD Index will be filled out by GVSUD Representative

GVSUD INDEX: _____
GVSUD ACCT # _____

_____ SAVINGS
_____ CHECKING

For District Use ONLY
Received By _____
Updated By _____

AUTHORIZATION AGREEMENT FOR AUTOMATED BILL PAYMENT (ACH DEBIT) GREEN VALLEY SPECIAL UTILITY DISTRICT, ID NUMBER 742634126

I (We) authorize GREEN VALLEY SPECIAL UTILITY DISTRICT, hereinafter called COMPANY, to initiate debit entities to my (our) checking/savings account indicated below and the depository (bank), hereinafter called DEPOSITORY, to debit.

BANK NAME: _____

ROUTING # _____ **ACCOUNT #** _____

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (us) of its termination in such time and in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Bank Draft processing could take 4 - 6 weeks. Please ensure to pay your account manually until your bill reflects AUTO PAY.

NAME(S) LISTED ON DEPOSITORY

ACCOUNT: _____

DATE: _____ SIGNATURE: _____

DATE: _____ SIGNATURE: _____