

**Round Rock Ranch PUD Utility Company, Inc.
Water/Wastewater Service Application**

Return to: Round Rock Ranch PUD Utility Company, Inc.
C/O Crossroads Utility Services
2601 Forest Creek Drive
Round Rock, Texas 78665-1232
Work Order #: _____

By Email: customerservice@crossroadsus.com
By Fax: 512-246-1900
(if faxing, please call 512-246-1400 to confirm receipt)
Today's Date: _____

Applicant's Name: _____ Date to Begin Service: _____

Service Address: _____ Property Owner's Name: _____

Billing Address: _____ Property Owner's Address: _____

Applicant's Cell Phone No. _____ Property Owner's Number: _____

Applicant's Phone No. _____ Applicant's Email address: _____

Applicant is: Owner Tenant Other _____ Applicant's Employer: _____

Applicant's Driver's License & State: _____ Applicant's Work Phone: _____

Spouse's Name & Work No.: _____

The undersigned hereby makes application to Round Rock Ranch PUD Utility Company, Inc. for water and wastewater services. We/I understand and agree that we/I will be responsible for all water and wastewater services provided to the property described in this application until such time as service to the property is disconnected in accordance with the District's Rules and Regulations regarding utility services. We/I agree to comply with the District's Rules and Regulations and to pay for all utility services rendered to the property in a timely manner and understand that a violation of the Rules and Regulations may result in a penalty and/or termination of utility services to my/our property. We/I represent that the information above is true and correct.

House Bill 872 requires a government-operated utility may not disclose personal information in a customer's account record, or any information relating to the volume of units of usage or amounts billed on the account unless the customer requests that the government-operated utility disclose the information. By agreeing to service with the utility and signing below, you agree to have your information kept confidential with the government operated utility. A customer may request disclosure of their information by delivering to the government-operated a written request.

Decline confidentiality (only select this box if you do NOT want your information confidential)

Signed: _____

Signed: _____

*****PLEASE SIGN AND RETURN THIS COPY*****

Round Rock Ranch PUD Utility Company, Inc. Customer Service Agreement

I. PURPOSE

The Round Rock Ranch PUD Utility Company, Inc. (the "Water System") is responsible for protecting the drinking water supply from contamination or pollution that could result from improper plumbing practices. The purpose of this Customer Service Agreement (the "Agreement") is to notify each customer of the plumbing restrictions that are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this Agreement before the Round Rock Ranch PUD Utility Company, Inc. will begin service. In addition, when service to an existing connection has been suspended or terminated, the Water System will not re-establish service unless it has a signed copy of this Agreement.

II. PLUMBING RESTRICTIONS

The following unacceptable plumbing 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 air-gap or an appropriate backflow prevention device.

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 installation of an air-gap or a reduced pressure-zone backflow prevention device.

C. No connection that allows water to be returned to the public water supply is permitted.

D. No pipe or pipe fitting which contains more than 0.25% lead may be used for the installation or repair of plumbing at any connection that provides water for human use.

E. No solder or flux that contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection that provides water for human use.

F. Plumbing installed on or after January 4, 2014 bears the expected labeling indicating less than or equal to 0.25% lead content. If not properly labeled, please provide written comment.

III. CUSTOMER SERVICE AGREEMENT

The following are the terms of the Customer Service Agreement between Round Rock Ranch PUD Utility Company, Inc. and _____ (the "Customer").

A. The Water System will maintain a copy of this Agreement as long as the Customer and/or the premises is connected to the Water System.

B. The Customer shall allow his property to be inspected for possible cross-connections and other unacceptable plumbing practices. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other unacceptable plumbing practices exist; or after any major changes to the private plumbing facilities. The inspections shall be conducted during the Water System's normal business hours.

C. The Water System shall notify the Customer in writing of any cross-connection or other unacceptable plumbing practice that has been identified during the initial inspection or the periodic reinspection.

D. The Customer shall immediately correct any unacceptable plumbing on his premises.

E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance shall be provided to the Water System.

IV. ENFORCEMENT

If the Customer fails to comply with the terms of the Customer Service Agreement, the Water System shall, at its option, either 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 customer.

Signed: _____
Customer's Signature

Printed Name: _____

Signed: _____
Customer's Signature

Printed Name: _____

Date: _____

Crossroads Utility Services Terms and Conditions

By submitting this form, I agree to all of the following Terms and Conditions:

- ◇ I understand my district may require 1-2 business days to connect service.
- ◇ I understand I will be contacted once my application is processed with deposit and application fee information that will need to be paid in full prior to connection of service.
- ◇ I understand that I am responsible for all discharges of water on the customer side of the water meter, regardless if that discharge was a result of my actions or in-actions.
- ◇ I understand that a minimum monthly service charge will be assessed for my active utility account regardless of water consumption.
- ◇ I understand that I am liable for any damage to the water meter installed on the property. It is unlawful for anyone to break, damage, tamper with, obstruct or prevent the proper operation of the water meter.
- ◇ I understand that any of the offenses listed above will result in additional fees for water lost, damages incurred, and criminal charges may be filed against the customer.
- ◇ I agree, both applicant and co-applicant, if applicable, have the authority to close the account and that the return of the deposit, if any, may be issued to the applicant and/or co-applicant.
- ◇ I consent to receiving SMS text message alerts from my district related to emergency water or sewer repairs or outages that may affect my services. The notices are sent from 833-237-2606 or 512-246-1400 and I can opt out of these messages by replying STOP to these notices at any time.

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____



Checklist for New Applicants

Customer Service (512) 246-1400
2601 Forest Creek Drive
Round Rock, TX 78665

Application:

Please complete the enclosed service application with a legible copy of your un-expired drivers license or government ID. Scan the completed application and copy of your ID to customerservice@crossroadsus.com, or fax to 512-246-1900.

- Page 1 – Service Application (signed)
- Page 2 – Customer Service Agreement (signed)
Page 3 - Terms & Conditions (signed)
- Copy of Driver’s License for ALL applicant(s)
- Security Deposit & Application Fee

****After emailing the completed application and driver’s license, we will then review and process your application and contact you with directions via email on how to make your deposit and administrative fee payment through our payment portal. All applications are processed within 24-48 hrs.**

**Important Information
For New Utility Customers**

(512) 246-1400

PO Box 8009

Round Rock, TX 78683-8009

Hours: Monday – Friday 8 am to 5 pm

Emergency Services 24/7 (512) 246-1400

www.crossroadsus.com



Welcome to Round Rock Ranch PUD Utility Company, Inc.

You have recently opened your utility account and we want to provide you information about your utility billing services. Crossroads Utility Services, LLC manages the water and wastewater systems and the utility billing activities of Round Rock Ranch PUD Utility Company, Inc.

The utility bills for Round Rock Ranch PUD Utility Company, Inc. have a due date of the 28TH every month. If the due date falls on a holiday or weekend, the due date is extended to the next business day. Bills paid after 5pm on or after the due date are subject to a 5% late fee for water, and a 10% late fee for sewer. All payments are posted to your account the business day the payment is received. Your water will be disconnected if your bill is in arrears upon notice and in accordance with Round Rock Ranch PUD Utility Company, Inc. policies.

Payments: There are several options for paying your utility bill.

1. **Walk-in Payment** at our Office, Monday thru Friday from 8 am to 5 pm (closed most federal holidays). We accept cash, checks, money orders, cashier checks, and all major credit cards. Our office is located at 2601 Forest Creek Drive, Round Rock, TX 78665.
2. By **Mail**, with check or money order, and your payment will be credited the day that we receive it. Please write your entire account number on the check or money order. Please send payment payable to Round Rock Ranch PUD Utility Company, Inc. **PO Box 8009 Round Rock, TX 78683-8009**. Your account number is located on your billing statement.
3. By **Phone**, with any major credit or debit card. You may also set up automatic monthly payments with your credit or debit card by phone. There may be credit/debit card processing fees set by your district.
4. Our **Website** 24/7 at www.crossroadsus.com with any major debit/credit card or checking account. Payments will be posted next business day. Please click on the "Pay my Bill" tab. You may also set up automatic monthly payments with your credit or debit card by using the website. A \$1.00 processing fee will be charged for all bank draft (ACH) payments.
5. **Automatic Draft** Please mail in or bring in a copy of a VOIDED bank check along with your bill stub. The back of your bill stub has our reoccurring monthly auto-draft agreement that needs to be completed with the voided check. A \$1.00 processing fee will be charged for all bank draft (ACH) payments.
6. By **QR Code** There is a QR code located at the bottom of your bill. After downloading a free QR reader application, you may then scan the bar code with your smart phone and follow instructions to complete your payment.
7. Your bank's **Online Bill Pay Service** If you use your bank's online bill pay company, it is critical that the full account number found on your bill is clearly shown on the check to ensure your payment is posted promptly and correctly to your account. Please allow 7-10 business days to ensure your payment is received before your due date. Please send payment payable to Round Rock Ranch PUD Utility Company, Inc. **PO Box 8009 Round Rock, TX 78683-8009**.