

Application Instructions

Please see the forms & reports tab for downloadable applications

Office Hours Monday – Friday 8:00am – 4:00pm

All signatures MUST be notarized for any applicant or landlord not present in our office at the time of application.

Please contact us at 903-593-2588 if you have any questions.

WHAT TO BRING WITH YOU TO OUR OFFICE:

If you are renting or leasing an existing home:

Complete Service Application including the completed, signed and notarized “landlord” portions of the application. (Warranty deed for landlord may be required)

Copy of your lease agreement

Valid Driver’s License or State issued ID

\$80.00 (\$30.00 application fee & \$50.00 security deposit) cash, check or money order only. (no credit or debit cards accepted)

If you have purchased an existing home:

Completed application for service

Copy of Warranty Deed

Valid Driver’s License or State issued ID

\$80.00 (\$30.00 application fee & \$50.00 security deposit) cash, check or money order only. (no credit or debit cards accepted)

If you are needing to have a new meter (standard 3/4 x 5/8 inch) installed:

Completed application for New Meter Service

Copy of Warranty Deed

Copy of Survey Plat

Valid Driver’s License or State issued ID

\$550.00 (\$500.00 tap fee & \$50.00 security deposit) cash, check or money order only. (no credit or debit cards accepted)