

**Please Follow These Three Easy Steps  
to complete your application for Water/Sewer Service**

All Applicants please complete and sign the application.

☒ Return the Application and Required Paperwork by email to☒  
[billingdepartment@woodlandswater.org](mailto:billingdepartment@woodlandswater.org)

☒ Owners/Landlords: need to send a copy of the signed Closing Disclosure,  
Settlement Statement, Warranty Deed, or Tax Statement.

b)Tenant: Complete copy of signed Lease. All tenants are required to be  
applicants.

c)Realtor/Management Co.: Copy of agreement with owner

3. Pay your deposit and application fee after receiving your  
New Account information by e-mail. Use the account  
number provided to pay by calling our office and speaking to  
a representative at 367-1271 option 3. (This cannot be paid  
online)



If you have any questions please call 1-855-h2o-save

RESIDENTIAL WATER AND SEWER SERVICE APPLICATION



2455 Lake Robbins Dr
The Woodlands, TX 77380
Phone: (855) h2o- save
Website address: www.woodlandswater.org
Email: billingdepartment@woodlandswater.org

PLEASE FILL OUT ALL HIGHLIGHTED AREAS IN PRINT

Service Address \_\_\_\_\_ ZIP \_\_\_\_\_

Primary Applicant \_\_\_\_\_ Secondary Applicant \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Ph.# \_\_\_\_\_

Email Primary: \_\_\_\_\_ Email Secondary: \_\_\_\_\_

Please mark all that apply and provide copies of Required Documentation

- Owner - Proof of ownership required. Example - Closing Disclosure, Tax Statements, Settlement Statement - ALL persons listed on proof of ownership must be applicants
Landlord - Allows account to automatically revert to Owner between tenants w/no extra fees
Realtor/Management Company - Copy of agreement with owner required
Tenant - Copy of lease required - All Tenants on lease are required to be applicants

Bill to be sent to:

Service Address [ ] Email Address [ ]
Other Address: \_\_\_\_\_

Application Fee: \$35.00

(Non-Refundable)

OWNER DEPOSIT \$125.00

(Also, Landlord and Realtor/Management Deposit)

TENANT DEPOSIT \$200.00

\*All deposits are refunded to your account after 13 months of on time payments or applied to your final bill after your service is cancelled.

Please Follow These Three Easy Steps to complete your application for Water/Sewer Service

- 1. All Applicants please complete and sign the application.
2. Return the Application and Required Paperwork by email: billingdepartment@woodlandswater.org
3. Pay your deposit and application fee after receiving your New Account information by e-mail. Use the account number provided to pay by calling our office at 281-367-1271 option 3.

Please mark all that apply at this address:

- No. of Toilets \_\_\_\_\_ Sprinkler System [ ] Pool [ ] Autofill on Pool [ ] Fountain/Pond [ ] Water Softener/Filtration System [ ]

Applicant(s) requests water and sewer services at the above service address and assumes full responsibility for payment of all charges based on the District's established rates and for continuing compliance with the District's rules, regulations and policies until discontinuance of such services and payment in full of the final bill.

Applicant understands and acknowledges that the District is a governmental agency and public utility engaged in the governmental function of providing public water, sewer and drainage services, and that, by receiving and acting upon this application and by providing or undertaking to provide such services, the District is not undertaking to conclude or enter into a contractual arrangement with Applicant, to establish an open account with Applicant, or to undertake any continuing obligation to Applicant, other than to provide or undertake to provide such governmental services to the premises in accordance with and subject to Applicant's continuing compliance with the District's rules, regulations and policies.

Finally, Applicant understands and acknowledges that: (1) water and sewer service bills will be calculated in accordance with the District's established rate schedules, with water service based on the meter reading of the amount consumed for the period and sewer service based on a calculated return flow of metered water consumption; (2) bills are due and payable upon presentation and payment may be made at the office of the District; (3) a fee will be assessed to your account for all late notices; (4) any reconnect fees, additional deposits, and all past due charges must be paid before any reconnection can be made on accounts disconnected for non-payment; (5) an additional deposit may be required if applicant is late twice in a row or service is disconnected for non-payment; (6) separate water meters and billings, without accompanying sewer charges, are available from the District for irrigation purposes upon Applicant's request, payment of applicable tap fees and water use charges, compliance with the District's rules, regulations and policies, and assumption of responsibility for properly connecting Applicant's irrigation system to such irrigation water meter.

Date Service is to Begin \_\_\_\_\_

Applicant(s) Signature(s) \_\_\_\_\_

(All Applicants must sign) Primary Applicant

A Drop Box is available in the parking lot at 2455 Lake Robbins Drive, The Woodlands, TX

Secondary Applicant(s)

\*\*To email this form send to billingdepartment@woodlandswater.org\*\*

**THE WOODLANDS WATER AGENCY**

**CUSTOMER INFORMATION CONFIDENTIALITY NOTICE**

Under the provision of the Open Records Act, any person may request and is entitled to receive, almost any information retained by a governmental entity. Inasmuch as your municipal utility district is a political subdivision of the State and therefore, a governmental entity, the District is obliged to comply with the provisions of the Open Records Act. However, the Texas legislature passed H.B. 859 in 1993 providing customers of a Municipal Utility District the right to request that their address and/or telephone number remain confidential from all requesting parties with certain exceptions. The District must still provide this information to the following parties which are exempt from the confidentiality request provisions of the Open Records Act:

- An official or employee of the State or a political subdivision of the State, or the federal government acting in an official capacity;
- An employee of a utility acting in connection with the employee's duties;
- A consumer reporting agency;
- A contractor or subcontractor approved by and providing services to the utility or the State, a political subdivision of the State, the federal government, or an agency of the State or federal government;
- A person for whom the customer has contractually waived confidentiality for personal information; or,
- Another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage services for compensation.

If you wish to elect the confidentiality provision and ask us to exclude this information from usual requests (exceptions noted above), please check "YES" below, complete the requested information and return this form to us, either with your bimonthly bill or separately.

You have no obligation to request this action, only the right. If you do not want this option, do nothing.

\_\_\_\_\_ YES, I want to make my address and/or telephone number confidential from requests by entities or persons not specifically exempted by House Bill No. 859.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Account Holder

\_\_\_\_\_, The Woodlands, Texas \_\_\_\_\_  
Service Address Zip Code

*If you wish for your account to be confidential  
Please return this completed form to:*

*Woodlands Water Agency  
2455 Lake Robbins Dr  
The Woodlands, Texas 77380*

*Email to  
billingdepartment@woodlandswater.org*