

# Application for Utility Service

972-625-2741 Customer Services Office (Monday-Friday/8am-5pm)

[utilityadmin@thecolonytx.gov](mailto:utilityadmin@thecolonytx.gov)



## Welcome to The Colony

In order to begin water/sewer/trash service, please follow the checklists to the right to begin the application process. Applications are taken in person at 6800 Main Street, The Colony or via email at [utilityadmin@thecolonytx.gov](mailto:utilityadmin@thecolonytx.gov)

How soon can you start service? Applications that are received during business hours prior to 4pm, can begin service as early as the next business day.

**24 HOUR ADVANCE NOTICE IS REQUIRED TO START SERVICE**  
**(SAME DAY SERVICE, depending on available appointments, \$20 Fee)**  
**Service is initiated on Weekdays**  
**Monday-Friday / 9am-4pm**

## City of The Colony-Utility Department Residential Home--Application for Water/Sewer/Trash

Service Start Date: \_\_\_\_\_ Account Number: \_\_\_\_\_ (Office use)

Applicant Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Co-Applicant Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Service Address: \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_

Bill Mailing Address: \_\_\_\_\_  
(if different from service address) Street Address City State Zip Code

E-Mail Address: \_\_\_\_\_

Applicant Phone Numbers: \_\_\_\_\_  
Home Work Cell

Co-Applicant Phone No: \_\_\_\_\_  
Home Work Cell

Applicant DOB \_\_\_\_\_ Drivers Lic.: \_\_\_\_\_ Last 4 of SS# \_\_\_\_\_

Co-Applicant DOB \_\_\_\_\_ Drivers Lic.: \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Applicant's Nearest Relative(not residing with you) \_\_\_\_\_ Ph. No.: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip \_\_\_\_\_

### If renting, list owner's/ landlord's name, address & phone number:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

In consideration of the City of The Colony Utility Department furnishing services at the above location, I agree to pay said City for such services as required by City of The Colony ordinances. I further agree to comply with all rules and regulations of the City of The Colony Utility Department including requirements of the ordinances.

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

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

I want to make my personal information (address, phone number and social security number) confidential and information relating to my volume of usage and amounts billed or collected be kept confidential.

Deposit refund of less than \$1.00 will require written request from customer.

## Checklist of Requirements

- Signed Application by all borrowers or tenants listed on ownership/lease documents
  - Color Copy of Driver's License by all borrowers or tenants listed on documents
  - Lease/ Proof of Ownership
  - Deposit-collected prior to start of service
  - Application Fee
  - Select Appointment Below (If Water is off)
  - Scan/email to [utilityadmin@thecolonytx.gov](mailto:utilityadmin@thecolonytx.gov) or bring to 6800 Main St, The Colony, TX 75056
- INCOMPLETE APPLICATION WILL NOT BE PROCESSED**

### Service Requested/ Deposits

- Application Fee/\$20
- Residential (Buying)/\$75
- Residential Renting)/\$150
- Temporary/\$75
- Transfer/\$25 (From one home to another in The Colony)

### Appointments (if water is off)

- 9-10                       1-2
- 10-11                     2-3
- 11-12                     3-4

**NOTE: A MISSED APPOINTMENT WILL RESULT IN A \$20.00 FEE**