



City of Cedar Park Utility Billing  
450 Cypress Creek Rd, BLDG. 2  
Cedar Park, TX. 78613

Phone (512) 401-5300  
Fax (512) 401-5301  
Email [ub@cedarparktexas.gov](mailto:ub@cedarparktexas.gov)

## TRANSFER APPLICATION REQUEST

**\*\*CONNECTION AND DISCONNECTION WITHIN 10 DAYS\*\***

### CURRENT ADDRESS

Customer Name(s):	Spouse:	Today's Date:
Service Address:		Disconnection Date:
Account Number:		Service only Monday – Friday. 8 AM – 5 PM 24 HR notice is required. No service on Holidays

### NEW SERVICE ADDRESS

New Service Address:	
Mailing Address: <small>(If different than Service Address)</small>	Connection Date:
Driver's License #:	Service only Monday – Friday. 8 AM – 5 PM 24 HR notice is required. No service on Holidays
Date of Birth:	Social Security #: <small>(Last 4 Digits Only)</small>
Employer:	Phone 1 #:
Email Address:	Phone 2 #:
Billing Preference: Paper Bill: <input type="checkbox"/> Electronic Bill: <input type="checkbox"/>	Phone 3 #:
Authorized Person(s):	

Under the Texas Utilities Code, Section 182.001 through 182.005, persons 60 or older utility accounts' will not receive a 10% penalty until the bill is past due by 25 days. Are you or any person authorized on this account 60 years or older?

YES – Please provide verification of age status     NO

I understand if the above dates should change and extend over **10 days**, a transfer request **cannot** be completed. A new Residential Application will need to be created with a **\$100.00** deposit billed on the first bill.

I understand that there is a \$25.00 Service Fee to be paid to complete the application process. Payment can be made over the phone with a Credit Card (Visa or MasterCard) at 512-401-5300.

I understand that The City will not be responsible for damages to the property or inside the home due to any water leak or open lines upon or after the City restores service.

I understand that any outstanding bill on the current account must be paid prior to transfer even if it is not yet past due. The final bill for the original account will be transferred to and be payable on the due date of the new account.

Customer Signature:    **X** \_\_\_\_\_

**The City of Cedar Park water utility strongly suggests that you close the private customer gate valve prior to the City arriving to restore service to this address. The City will not be responsible for damages to the property or inside the home due to any water leak or open lines upon or after the City restores service.**

For Office Use Only

Customer Service Rep:		Service Order #:	
Solid Waste Collection: CTR	<input type="checkbox"/> YES <input type="checkbox"/> NO	Transfer <b>\$25.00</b> :	Date:
New Account:	Billing Cycle:	<input type="checkbox"/> CC: V or MC	<input type="checkbox"/> CASH <input type="checkbox"/> CH #