



# HOUSTON WATER EXISTING CONTRACT ACTION REQUEST FORM

If you require action on an existing contract, please complete the information below:

### CONTRACT INFORMATION

Current Customer Name: \_\_\_\_\_

Contract Type: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Ordinance: \_\_\_\_\_ Account No.(s): \_\_\_\_\_

If any other customer names have been associated with this contract, please list them below:

\_\_\_\_\_  
\_\_\_\_\_

### POINT OF CONTACT

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ACTION REQUESTED

Increase (Please include the Water Conservation Plan.)

Contracted: \_\_\_\_\_ MGD/MGM Current: \_\_\_\_\_ MGD/MGM Requested: \_\_\_\_\_ MGD/MGM

Is this to support new development? Yes No (If yes, please include the buildout schedule.)

Do you require a new meter to support the requested increase? Yes No

Are you requesting an additional point of connection? (Include location map.) Yes No

Will this require a change to the peak amount? Yes No

Amount requested: \_\_\_\_\_

Decrease

Contracted: \_\_\_\_\_ MGD/MGM Current: \_\_\_\_\_ MGD/MGM Requested: \_\_\_\_\_ MGD/MGM

Name Change (Please attach any supporting documentation related to the change.)

Existing Contract Customer Name: \_\_\_\_\_

Requested Contract Customer Name: \_\_\_\_\_

Termination (Please provide an explanation and any supporting documentation for the request.)

Assignment

Other/Unknown (Please provide an explanation and any supporting documentation for the request.)

Desired Effective Date: \_\_\_\_\_

Authorized Representative Name (Printed): \_\_\_\_\_

Authorized Representative Title : \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email all requests to: [watercontracts@houstontx.gov](mailto:watercontracts@houstontx.gov)

\_\_\_\_\_ Request No.