



**UTILITY BILLING & COLLECTIONS - LOAN METER APPLICATION FORM**

Town of Addison  
Financial and Strategic Services  
utilityportal@addisontx.gov

Telephone: (972) 450-7081  
Fax: (972) 450-7074  
Website: www.addisontexas.net

Today's Date		Desired Service Start Date	
Service Address			
Billing Name			
Billing Address	City	State	Zip Code
Company Name		Company Phone Number (       )	
Company Address (if different than Service or Billing Address)	City	State	Zip Code
Billing Contact		Phone Number (       )	
E-mail Address			
Site Contact Name		Site Contact Number (       )	

24 Hours notice is needed for loan meters to be issued.

Total Deposit is \$ 2,000.00

Meters will be inspected and read on the first few days of the month. If the Meter is not at the service address and is unable to be read and inspected, then upon verbal notification from the Town of Addison, an appointment will be made to do so. Signature acknowledges customer's understanding and agreement to this and other terms of service as stated in Chapter 82 Utilities of the Code of Ordinances of the Town of Addison.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**Send your completed application and applicable deposit to:  
Town of Addison Utility Billing and Collections  
P.O. Box 9010, Addison, TX 75001-9010  
or fax to (972) 450-7074  
For questions please call (972) 450-7081**

## PRIVACY PROTECTION AGREEMENT

A change has been made by the Texas Legislature to the Open Records Act and it applies to Utility Billing. This change gives you the right to request that your personal information (address, telephone number or social security number) not be made available to the public.

You may exercise this right by signing below and returning this form to the Town of Addison Financial & Strategic Services Department, PO Box 9010, Addison, TX 75001-9010 or physical location of 5350 Belt Line Road.

I request that my personal information be kept confidential as defined in House Bill 859. This Act (House Bill 859) is effective as of September 1, 1993.

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APPLICANT'S SIGNATURE

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SERVICE ADDRESS

