



**CITY OF WELLS**  
**293 Rusk Ave.**

**(936) 867-4615**  
**Fax (936) 867-5060**  
**Wells, Texas 75976**

Rules and regulations for rental property owner (landlord):

1. The City of Wells requires that all property located inside the city limits of Wells be kept neat and clean. If the rental property is occupied make sure that your tenants keep the property clean, mowed and free of litter. If your property is vacant it's the property owner (landlord) responsibility to keep the property clean, mowed and free of litter.
2. When a rental property becomes vacant it is the City of Wells' policy to obtain a final reading and turn off the meter, we will not lock vacant rental property meters. Any water that is used between tenants will be billed to the rental property owner (landlord) and will be the rental property owner (landlord) responsibility to pay for the usage. If there is an outstanding bill on file the water will not be turned on for the next tenant until the past due bill is paid in full.
3. The deposit will stay on file until the landlord no longer owns the property. This will ensure that the landlord can use the water to clean or do maintenance on the home after a renter has moved out.
4. To make sure that the tenant transfers the service into their name the city advises the rental property owner (landlord) not to give the new tenant a key until they show proof from the city that a water account and deposit has been paid. The new tenants date of service will be the day the utility deposit is paid. Any water used prior to that date will be the responsibility of the rental property owner (landlord). While the landlord can allow the tenant to use their deposit for the water service the landlord will be responsible for the payment of the water bill by the due date to keep the service active.
5. Once a new tenant moves in the city will send out a property owner (landlord) usage bill for any water used between tenants occupying the property. If you receive a usage bill please submit your payment by the due date on the bill.
6. Water meters are the property of the City of Wells and may only be turned on or off by city employees. City employees will turn on the water when a new tenant starts water service or when the property owner (landlord) request for the water to be turned on for maintenance. Anyone turning the water on or off by using the cities meter shut off will be responsible for replacing broken shut off. New shut-off valves cost up to \$100.00.
7. The property owner (landlord) is required to have a personal shut-off valve in place between the residents and the city meter. This can be a lockable shut-off valve for the property owner to lock when the property is vacant.
8. Anyone that tampers with the meter by turning the meter on themselves and not placing a deposit with the city will be reported to the proper authorities, this is to protect the city's interest as well as the rental property owner (landlord).
9. New tenants will need to bring (a) Drivers License/ID, (b) Lease Agreement, (c) \$200.00 deposit (d) \$16.90 first months trash to have service started.

*Wells City Council*

**C. W. Williams, Mayor**      **Dorothy McMillion, Mayor Pro-tem**      **Billie Petty, Councilmember**  
**Eva Alexander, Councilmember**      **Richard Myer, Councilmember**      **Robert Kalka, Councilmember**

THE CITY BETWEEN TWO RIVERS

## **WATER SERVICE APPLICATION REQUIRED DOCUMENTS**

1. Account Holders Driver's License or ID for the person requesting service
2. Valid Mailing Address: Wells, TX does not have door-to-door delivery; a Post Office box will be required.
3. Lessee: Valid lease agreement must include the page indicating names, address and telephone numbers of lessor/lessee and length of lease
4. Trash service is billed one (1) month in advance and is required for all account excluding apartment accounts. A payment of \$16.90 (including tax) will be collected at the time service set up. Commercial customer's payments will be figured by the city secretary.
5. Landlords are allowed to open the account for the tenants. The landlord will be responsible for all the monthly water bill payments.

### **SECURITY DEPOSIT**

RENTERS (DO NOT OWN HOUSE OR LAND)    \$ 200.00  
This is the amount your tenants will pay

Water service cannot be connected without these documents and the deposit being paid in full. Deposits will remain on file until the property is no longer rented or owned by the account holder.

If you do not have a lease agreement you will need to provide a written agreement between the property owner and the renter.