



www.ci.garland.tx.us or www.garlandutilities.org

UTILITY RELEASE & COMMERCIAL UTILITY SERVICE APPLICATION
USE BLUE OR BLACK INK ONLY AND PLEASE PRINT CLEARLY

My Utility Company is GP&L TXU N/A (Landlord pays utilities)

Address of Business:		Zip:	Requested Connection Date:
New Business? <input type="checkbox"/> Yes <input type="checkbox"/> No		Existing Business in Garland? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If an existing business, do you wish to disconnect utilities at your previous location? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, effective date to discontinue <u>Garland</u> utilities (does not include TXU or Atmos):			
Address of previous location within Garland:			
Account Name (legal name as recorded with Texas Secretary of State, or DBA as recorded with Dallas County, or business owner's name):			
Billing Address (if different from Business address):			
Type of Business:			
Total Sq. Ft. of Building:		Air Conditioned Sq. Ft.:	
Owner of Business:			
Home Address:			
Home Phone:		Office:	Cell:
State Tax ID No:		Federal Tax ID No:	
Name and Address of Other Businesses You Own:			
I understand that this release is not a certificate of occupancy and that occupancy of the structure or operating a business in the structure before issuance of a certificate of occupancy IS NOT LEGAL. I further understand that the utilities may be disconnected if the structure is used or occupied for any purpose without a certificate of occupancy.			
Signature and Title:		Name (please print)	
Driver License No./State	Date of Birth:	Social Security No.:	
Name and Title of Primary Contact (please print):			
Work Phone:		Cell:	
Home:	Fax:	Email:	
↓For Office Use Only↓			
Release Approved by Building Inspection:		Date Approved	
<input type="checkbox"/> C/O	<input type="checkbox"/> Clean & Show	<input type="checkbox"/> Temp/Builder Utilities	<input type="checkbox"/> Res. Construction Water
<input type="checkbox"/> Electric	<input type="checkbox"/> Domestic Water	<input type="checkbox"/> Irrigation Water	
CSR:	Date:	<input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> Spk	
Account No:	Location No:	Deposit: \$	



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CITY OF GARLAND PRIVACY POLICY NOTICE

OUR PRIVACY POLICY

Protecting your privacy is important to us. In providing utility services to you, we collect certain nonpublic personal information about you. Our policy generally is to keep this information strictly confidential, and to use or disclose it as needed to provide services to you, or as permitted or required by law or by you. Our policy applies equally to our former customers, as well as individuals who simply inquire about the services we offer. We may change this policy in the future upon notification to you in a manner we determine to be appropriate. Should you continue to receive services from us after the notification you will be deemed to have consented to the changes in the policy.

INFORMATION WE COLLECT

The nonpublic personal information we have about you includes information you give us when you apply for or establish an account for service, or when you write or call us, such as your name, address, social security number, and employment and financial information. It also includes information we collect from other City departments as well as outside third parties, including other governmental agencies, credit reporting agencies and credit or service bureaus in connection with the processing of an application for utility service or in updating or verifying your personal account information. The information is used in connection with the provision of service to you, including evaluating your application for service, service delivery, billing and invoicing, collection of fees and charges, marketing and similar purposes.

INFORMATION WE DISCLOSE

The City considers the nonpublic personal information contained in its utility records to be confidential. However, we may disclose nonpublic personal information to credit reporting agencies as permitted by law; to local, state and federal law enforcement pursuant to a lawful purpose; to affiliated and non-affiliated third parties acting on our behalf; to the appropriate regulatory agencies as part of their regulatory oversight; to collect an outstanding debt for utility services; or as otherwise permitted or required by law. In addition, as a governmental entity, we are subject to the Texas Public Information Act and may be required upon written request to release some of the types of information maintained in our records. You may contact the Texas Attorney General's Office at 1-800-252-8011 for more information about this law.

HOW WE SAFEGUARD YOUR INFORMATION

We restrict access to nonpublic personal information about you to those persons who need to know it or who are permitted or required by law or you to receive it. We maintain physical, electronic and procedural safeguards to protect the confidentiality of your information.

HOW WE DISPOSE OF YOUR INFORMATION

Your nonpublic personal information may be destroyed after it is no longer necessary for the purpose for which it was collected or to satisfy legal requirements. Any destruction of documentary information will be accomplished by shredding the documents in a document shredder. Electronically stored information may be maintained indefinitely.