

## **MULTI-UNIT INDIVIDUAL METER POLICY FOR EXISTING UNITS**

The following requirements must be met for an existing multi-unit customer to convert to individual meter reading.

1. The water lines must meet TWSA specifications and installation certified by a licensed engineer that they have been installed according to the state approved plans.
2. The owner is responsible for paying all costs associated with installation of the individual meters.
3. TWSA will determine the location and size of the meters.
4. Easements are required for TWSA maintained lines and appendages.
5. The owner must provide a list of the tenants showing the name, unit number, physical address, and physical location in the park, complex, or development. (A drawing labeled with the above information is preferred.)
6. The owner is responsible for notifying the tenants that they must set up an account and pay a deposit before the predetermined date or their service will be disconnected.
7. The owner is responsible for meter access at all times and to protect the meters from damage.
8. The owner is responsible for outstanding bills that exceed the customer deposit when an account is closed. All outstanding bills must be paid before the service will be restored for a new tenant.

**Customers not converting to individual meters will be billed in accordance with the Multi-unit Policy which bills per unit and overage.**

**Adopted: February 21, 2006**