

BAFFIN BAY WATER SUPPLY CORPORATION
Mailing Address: 708 South FM 1546, Riviera, TX 78379
Physical Address: 870 East FM 772, Riviera, Tx 78379
Office 361-297-5253 Fax: 361-297-5355 E-Mail: baffin1@rivnet.com

Dear Customer,

I will need the following documents to establish a new water account with Baffin Bay Water Supply Corporation (BBWSC):

- a completed standard service application and agreement form completed with all requested information and signatures.
- proof of ownership of property document (executed warranty deed; executed warranty deed with vendor's lien; or other appropriate recorded deed)
- customer service inspection form completed and returned after construction is completed if you are building a new residence on the property where the water service will be installed (**NOTE: AS STATED IN THE SERVICE APPLICATION AND AGREEMENT ON PAGE 2, YOUR NEW MEMBERSHIP ACCOUNT IS CONSIDERED TEMPORARY UNTIL THE COMPLETED CUSTOMER SERVICE INSPECTION FORM HAS BEEN PROVIDED TO THIS OFFICE**)
- the legal 911 address for your property where the construction is taking place and the meter will be installed. If you do not have a 911 address, call the 911 Addressing Agent for Kleberg County, Trey Villarreal, at 361-246-7274. Leave a message if he is unable to take your call. His office hours are Monday -Wednesday (8 am to 4 pm) and Thursday (8 am-1 pm). His office is located at the Emergency Operations Center located at the J K Northway Exposition Center.

Once you have completed the required forms, the next steps in securing water can proceed. The cost of a 3/4" service connection and meter that services one dwelling is \$2,885. The cost of a 1" meter is \$3,040. Contact the office to determine the meter size that is required for your situation. This payment is due to BBWSC prior to the installation of the new service connection.

When your water connection has been installed and you are receiving water from BBWSC, we do offer the service of payment of your monthly water bill through auto draft from your bank account around the 15th of each month (you will see the payment effective in your online banking on the 15th of the month). You would still receive a monthly bill in the mail marked "Account will be drafted. Do not pay!". This auto draft payment authorization form can be found in the Forms and Reports Section of this website.

The documents noted above that are required to establish a new water account are found in the Forms and Reports Section of this website or will be furnished to you through email. Should you have questions, you may contact me at baffin1@rivnet.com or call the office at 361-297-5253.

Thank you,
Ronald Harris
Manager
Baffin Bay Water Supply Corporation

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.