



Control Number: 51856



Item Number: 19

Addendum StartPage: 0

Bryan W. Shaw, Ph.D., *Chairman*  
Buddy Garcia, *Commissioner*  
Carlos Rubinstein, *Commissioner*  
Mark R. Vickery, P.G., *Executive Director*



91 7108 2133 3935 2033 0577

SAP 6032 CO

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

March 26, 2012

Regular &  
**Certified Mail**

Intercapital Stonewood Ranch LLC  
100 Parma Court  
Sanger, Texas 76266

Attn: Manager / Owner

Re: Requirement to register – Stonewood Ranch  
100 Parma Court, Sanger, Texas 76266

2012 APR 26 PM 12:44  
COPY

Dear Manager/Owner:

The Texas Commission on Environmental Quality (TCEQ) has been informed that you are billing your tenants for water and wastewater services. The TCEQ has rules that must be followed. The extent of the TCEQ's authority to regulate water and wastewater utility billing is determined by laws passed by the Texas Legislature (see enclosures).

Please review the enclosures and respond to me in writing by **April 26, 2012** including the steps you have taken to ensure compliance. Submit the enclosed registration forms to the address provided, once you have completed them. Additional forms can be downloaded through the attached website link.

This is a link to the TCEQ website with additional information. You can download forms, rules, and regulations:  
**<http://www.tceq.texas.gov/utilities/submeter.html>**

Each tenant should be provided a copy of their lease and the water addendum when the lease is signed. You are also required to provide them with a copy or summary of TCEQ rules at that time (§291.123(b)).

Specific information must be provided on the bills that you send to your tenants. Residents must be allowed no less than 16 days to pay their water/wastewater bill before it is considered delinquent and subject to late fees. This notice must allow them 10 additional days to make payments. More specifics related to the bill are listed in Subchapter H- 291.125.

The water bill must be broken down according to the rules. Payments by a tenant must first be applied to rent and then to the utilities unless otherwise instructed by the tenant.

Please review the enclosed rules to make sure that all the requirements are being met. Please note: *"Texas law does not allow property owners to profit from utility billing by adding extra fees or hidden charges to water and wastewater bills."*

Page 2  
Stonewood Ranch  
April 26, 2012

Review your past billing history. Any overcharges will need to be returned to the tenants or credit issued. Late fees for water utilities were not allowed before the passing of current legislation which allows a one-time penalty not to exceed 5% of the bill paid late. A late penalty may not be applied unless the percentage is stated in a written lease or addendum signed by the tenant.

Current rules do not allow disconnection of water for non-payment of the water bill. Reference statement in Tenant Guide to Submeter.

There is also a requirement for the management to make certain records available to tenants. Refer to the "Tenant Guides" for a list of the records which must be made available to tenants, upon their request. These records must be made available for tenants to review during normal working hours.

If you have any questions about our rules or the requirement to comply, please call me at (512) 239-4984, e-mail to [cfisher@tceq.state.tx.us](mailto:cfisher@tceq.state.tx.us), or correspond to the address shown on the registration form and include MC-153.

Regards,



Curtis Fisher  
Utilities & Districts Section  
Water Supply Division  
Texas Commission on Environmental Quality

Enclosures [Law, Rules, Guides, Core Data, Registration forms, Charges & calculations]