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## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

March 25, 2013

Ms. Sabrina Patterson  
Conservice  
595 Riverwoods Pkwy, Ste 300  
Logan, UT 84321

Re: Request for Approval to Change Billing Method for **VILLAGE OF BRIAR FOREST (S1923), RN101247203 CN603547738**

Dear Ms. Patterson:

The requests submitted on behalf of **VILLAGE OF BRIAR FOREST APARTMENTS**, Registration No. **(1923)**, to change from submetered to allocated billing is approved. This approval is based on the facts stated in your letter dated **February 5, 2013**, sent via e-mail.

Please note: a tenant's billing method cannot be changed unless they have signed a new lease or a lease addendum, and have been issued a notice at least 35 days prior to implementation of the new billing method. Please reference §291.123(c). In the situation where a tenant has been provided proper notice but has not signed a new lease or lease addendum, the property is not authorized to bill them under the new billing method and must continue to bill them in accordance with their existing lease.

Please complete the TCEQ-10363 and TCEQ-10400 forms and send Via e-mail to [debbie.reyes-tamayo@tceq.texas.gov](mailto:debbie.reyes-tamayo@tceq.texas.gov). If you have any questions, please contact Debbie Reyes Tamayo at 512/239-4683.

Sincerely,

Tammy Benter, Manager  
Utilities & Districts Section  
Water Supply Division  
Texas Commission on Environmental Quality

TB/DRT/om