

**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 or a certified copy of warranty deed from title company, executed warranty deed with vendor's lien or a certified copy of the warranty deed with vendor's lien from the title company)
- disclosure of personal information contained in utility records—please read this document completely and **complete and return only if you wish to authorize BBWSC to disclose your personal information if BBWSC receives a written request for that information—otherwise all personal information is automatically kept confidential**
- customer service inspection form if you are building a new residence on the property where the water service will be installed
- the legal 911 address for your property. If you do not have a 911 address, call the 911 Addressing Agent for Kleberg County, Marty Ontiveros, at 361-595-8593. Leave a message if she is unable to take your call. Her office hours are 9 am to 4 pm Monday -Thursday. Her office location is 622 N. 14th St in Kingsville.

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 appropriate 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. Should you have questions, you may contact me at [baffin1@rivnet.com](mailto:baffin1@rivnet.com) or call the office at 361-297-5253 or my cell at 361-728-3181.

Thank you,  
Delora Unterbrink  
General Manager/Office 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](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](mailto:program.intake@usda.gov).*