

Baffin Bay Water Supply Corporation
Mailing Address: 708 South FM 1546 • Riviera, TX 78379
Physical Address: 870 East FM 772, Riviera, Texas 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 water account in your name here at Baffin Bay Water Supply Corporation (BBWSC) through transfer from the seller:

1. a completed standard service application and agreement form completed with all requested information and signatures.
2. proof of ownership of property document (executed warranty deed or a certified copy of the 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)
3. form related to 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**
4. a buyer/seller (transferor/transferee) transfer form completed with requested information and signatures and a **\$100 check made payable to Baffin Bay WSC** to pay for the transfer fee.

If you are interested, BBWSC does offer the service of payment of your monthly water bill through auto draft from your bank account each month on the 15th. You would still receive a monthly bill in the mail marked “Account will be drafted. Do not pay!” The form to sign up for auto draft is found on this website under the “Forms and Reports Section” of this website.

Should you have questions, you may contact me through this email address or call the office at 361-297-5253.

Thank you,
Delora Unterbrink
General Manager/Office Manager
Baffin Bay Water Supply Corporation
361-297-5253

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.

Baffin Bay Water Supply Corporation is an equal opportunity provider and employer.