

The guidelines determining capacity, assessing impact fees, and issuing points of connections are located within [Chapter 47](#) of the City of Houston Code of Ordinances and the [Impact Fee Service Unit Equivalency Table](#).

All name transfer applications must be accompanied with:

1. **A recorded deed, title report, title option or title insurance policy for the property.**
2. **Copies of the Wastewater Capacity Reservation Letters.**
3. **Impact Fee or Capital Recovery Charge Receipts.**
4. **Site plan or survey of the land under consideration.**
5. **Processing fee**
6. **The form must be signed by property owners and notarized.**

Please note: A new Wastewater Capacity Reservation Letter will not be issued; a name transfer receipt will be issued that represents the City’s acknowledgment of the transfer of capacity. It may take one to two weeks to process a Wastewater Capacity Reservation Name Transfer application. For questions or additional information, please contact Impact Fee Administration personnel at 832.394.8888 or wcrtechs@houstontx.gov.

STATEMENT OF TRANSFER OF WASTEWATER CAPACITY

I, _____, authorize the transfer of _____ Gallons per day Service units per day
(Name of Capacity Owner) (Amount)

from _____ and/or _____ to the following:
(Impact fee/Capital Recovery Receipt No.) (Reservation No.)

Printed Name of Receiving Individual or Company				
Signature of Receiving Individual or Company Representative				
Address				
City		State		ZIP Code
Email		Phone Number		

The State of Texas §
 County of Harris §

I, _____, being duly sworn, hereby affirm that I have read the above Statement of Transfer of Wastewater capacity, that I have knowledge of the facts herein, and that all matters stated herein are true and correct.

Original Signature of Capacity Owner

Subscribed and Sworn to before me on _____, 20_____.

My Commission expires on _____, 20_____.

 Notary Public _____ County, Texas