Month Day, 2025

Subject: Water Deposit and Service Fee Requirement for Apartment Units

Dear Apartment Complex/Property Manager,

The City of Bryant is committed to providing quality water services to our residents and businesses. In accordance with city ordinances and policies, we are writing to inform you about the requirements for water service deposits and fees applicable to all apartment complexes within our jurisdiction. *(please see enclosed Ordinance 2023-10*)

Effective immediately, each unit in your apartment complex will require a water deposit of $110. This deposit ensures that the city can maintain continuous water service for your tenants and address any potential payment defaults. In addition to the deposit, a one-time service fee of $15 per unit will be assessed to cover administrative and setup costs.

Please ensure the following steps are completed to comply with this requirement:

1. **Deposit Payment:** Submit the total deposit amount for all units ($110 per unit) to the City of Bryant Water Services Department by April 1, 2025.
2. **Service Fee Payment:** Include the $15 service fee per unit with the deposit payment.
3. **Documentation:** Provide a detailed listing of all units within your complex, including unit numbers, to ensure accurate account setup.

Payments can be made at our office located at 210 SW 3rd Street, Bryant, AR 72202 or online at *www.cityofbryant.com*. For payment by check, please make it payable to the City of Bryant Water Department. Be sure to include your property name and account number on the check or payment confirmation.

Failure to comply with this deposit and service fee requirement may result in delays or interruptions to water service for your property. We encourage you to address this matter promptly to avoid any inconvenience to your tenants.

If you have any questions or require assistance, please do not hesitate to contact the City of Bryant Water Department at 501-943-0441 or waterbilling@cityofbryant.com. Our team is here to support you in this process and ensure a smooth transition.

Thank you for your attention to this matter and for your partnership in maintaining excellent water services for the residents of Bryant.

Sincerely,
Tim Fournier
Public Works Director
City of Bryant Water Department