



# Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) [www.hayscountytexas.com](http://www.hayscountytexas.com)

## MyGovernmentOnline (MGO) Contact Addition / Removal

Please complete the form in its entirety to add and/or remove a contact from a specific project. For adding multiple companies or individuals, a form must be filled out for each. Separate forms are also required for adding and/or removing contacts from multiple projects. All forms must be completed and signed by the Owner or Applicant (authorized agent of the owner) listed on the project's Application. Incomplete forms will not be accepted.

Project Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

**Requestor Information:** (Owner / Applicant requesting the contact change)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

**Contact Addition:** (Contact being added to Application)

Business Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Contact Type:

<input type="checkbox"/> Builder / Developer	<input type="checkbox"/> Contractor / Engineer	<input type="checkbox"/> Designated Contact	<input type="checkbox"/> Designer
<input type="checkbox"/> Installer	<input type="checkbox"/> Surveyor	<input type="checkbox"/> Maintenance Provider	<input type="checkbox"/> Site Evaluator
<input type="checkbox"/> Other: _____			

**Contact Removal:** (Contact being removed from Application)

Business Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

I certify that all information provided herein is true and correct to the best of my knowledge. As the Owner of the subject property and/or Applicant (authorized agent), I give permission to update the contact information on the Application as represented above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date