

# UTILITY SERVICE APPLICATION



Office of Clerk/Treasurer • 112 2nd Ave West • PO Box 356 • Lambertton, MN 56152 • (507) 752-7601

Applicant: \_\_\_\_\_ Owner/Landlord \_\_\_\_\_ Renter \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## DEMOGRAPHIC INFORMATION

Ethnicity:	Hispanic or Latino	Not Hispanic or Latino
Race (select all that apply):	African American or Black	American Indian or Alaska Native
	Asian	Native Hawaiian or Pacific Islander
	White	

## SERVICE LOCATION & REQUEST DETAIL

Location Type:	Residential	Commercial	Industrial
Service Location:	_____		Utility Account #: _____
Request Type:	Establish Service	Disconnect Service	Effective Date: _____
If establishing service, a utility deposit is required.			
Pay Deposit with Application		Add Deposit to first bill	Transfer from Current Account
Utility Service Billing Options:			
USPS	Email	Automatic Withdrawl via ACH (Complete Separate Form)	

By signing below, I certify the information provided to be true and correct and I have the legal right to occupy the premises. I have read the Acknowledgement of Responsibilities and understand that I am responsible for the fees and penalties associated with this account. I also understand that it is my responsibility to notify the city when this service should be disconnected.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SEE THE REVERS DIE FOR ADDITIONAL INFORMATION & SIGNATURE**

The City of Lambertton is an Equal Opportunity Provider and Employer

# Acknowledgement of Responsibilities

## ACCOUNT ELIGIBILITY

No utility account will be established for any individual or business for which there exists a prior unpaid account balance for prior utility service.

## DISCONTINUATION OF SERVICE

It is the account holder's responsibility to notify the City of Lambertton of the date of final service. On the date specified by the account holder, a reading will be made and a final bill will be calculated. If a security deposit is being held on the account, it will be applied to the final bill or any other debt owed to the City of Lambertton. A final bill or a refund check will be sent to the account holder within 45 days.

## UNPAID ACCOUNTS

Unpaid accounts shall be delinquent the first working day after the listed due date and shall be assessed a penalty in the amount of ten percent (10%) of the current outstanding balance. When an account ages to 90 days, a notice is sent to the account holder of the city's intent to disconnect services if payment is not made. The notice shall inform the account holder of the specific details. Payment arrangements may be made in lieu of disconnection. If at any time the arrangements are not kept, disconnection of services will convene, and no future payment arrangements will be made. Discontinuance of service shall not release the account holder from his or her obligation for payment of bills or charges. A fee will be imposed if the maintenance department has been sent to disconnection. A fee will be imposed to reconnect utility services that have been disconnected due to nonpayment.

## TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Lambertton is required to inform you that personal information collected on this application may be private and not available to the public and you are not legally required to provide the requested data. This information is requested for the following reasons:

- To enable the City of Lambertton to verify that the applicant is the individual or business making application.
- To enable the City of Lambertton to contact the applicant(s) if additional information is required, to send the applicant appropriate notices, and/or to schedule service or maintenance calls.
- To enable the City of Lambertton to collect monies due and owed by the applicant to the City of Lambertton for services and equipment provided.

The information provided on this application will not only be used in the City of Lambertton, but may also be provided to credit or collection agencies to determine the applicant's credit rating or to assist in collecting on this account, should the account become delinquent. The collected information may also be provided to law enforcement personnel, if requested.

In accordance with Minnesota Statutes Sections 13.03 and 13.04, I acknowledge by signing this application form that I have been informed of and understand my rights under the Minnesota Government Data Practices Act and hereby consent to the release of the information on this application for the purposes as stated herein.

I hereby certify the information given on this application is true and correct. I authorize the City of Lambertton to verify this information and retain this application.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*