

# 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: \_\_\_\_\_ Email: \_\_\_\_\_

## 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: _____ <i>Please enter final bill address at top of this form</i>
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: \_\_\_\_\_

# **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.