

# SERVICE APPLICATION FOR WATER, ELECTRIC AND/OR SEWAGE

PUBLIC UTILITIES COMMISSION/CITY OF PROCTOR (PUC)  
 100 PIONK DRIVE  
 PROCTOR, MINNESOTA 55810  
 PHONE: (218) 624-4055 / WWW.PROCTORMN.GOV

EFFECTIVE DATE \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

<b>APPLICANT TYPE</b>	<b>TYPE OF SERVICE</b>	
<input type="checkbox"/> <b>INDIVIDUAL</b>  <input type="checkbox"/> <b>COMMERCIAL</b>	<input type="checkbox"/> <b>RESIDENTIAL-FEE OWNER OR DEED HOLDER</b> <input type="checkbox"/> <b>RESIDENTIAL- RENTAL (DEPOSIT REQUIRED)</b> <input type="checkbox"/> <b>RESIDENTIAL- CONTRACT FOR DEED OR ASSIGNMENT OF CONTRACT (DEPOSIT REQUIRED)</b>	
	<input type="checkbox"/> <b>COMMERCIAL-FEE OWNER OR DEED HOLDER</b> <input type="checkbox"/> <b>COMMERCIAL- RENTAL (DEPOSIT REQUIRED)</b> <input type="checkbox"/> <b>COMMERCIAL- CONTRACT FOR DEED OR ASSIGNMENT OF CONTRACT (DEPOSIT REQUIRED)</b>	
<b>OWNER/TENANT</b>		
LAST NAME <span style="float: right;">FIRST NAME <span style="float: right;">MIDDLE INITIAL</span></span>		
PROPERTY ADDRESS		
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
HOME/CELL PHONE NUMBER:	ADDITIONAL NAME ON ACCOUNT AND PHONE NUMBER:	
EMAIL ADDRESS:		PRIMARY HEAT IS ELECTRIC <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER NAME:	EMPLOYER ADDRESS:	WORK PHONE NUMBER:
<b>TENANTS/OWNER OF PREMISES ONLY</b>		
LANDLORD NAME:		LANDLORD PHONE NUMBER:
NUMBER OF ROOMMATES:	NAME OF ROOMMATE:	ROOMMATE PHONE NUMBER:
AMOUNT OF DEPOSIT:	DEPOSIT DATE:	RECEIPT NUMBER:

**SECURITY DEPOSIT:**

**The Applicant, by signing below, agrees and understands that:**

A deposit of a 3 month average will be required for all rentals/contract for deed properties. The total deposit amount must be submitted with this Application. The deposit, including interest, will be returned after 2 years of prompt payments and/or cancel of utility service.

If an applicant cancels the utility service within the 2 years, the deposit, including interest, is credited towards the final utility bill, and any surplus will be refunded to the Applicant.

If at any time, Applicant's utility is disconnected for non-payment, an additional deposit maybe required prior to reconnection of the service.

Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Applicant Signature \_\_\_\_\_

## SERVICE APPLICATION FOR WATER, ELECTRIC AND/OR SEWAGE

<b>COMMERCIAL OR INDUSTRIAL CUSTOMERS:</b>		
CORPORATION OR LLC:	FEDERAL TAX ID NUMBER:	
PROPERTY ADDRESS		
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
OFFICERS NAME:	TITLE:	PHONE NUMBER:

Applicant agrees to pay all valid bills or charges for all Utility Service, including for damage to any meters, and Applicant hereby authorizes the shutting off all Utility Services for any failure of payment.

Applicant further agrees that payment for all Utility Services shall be the primary responsibility for the owner of the property served by the Proctor Public Utilities and that any and or all unpaid amounts for Utility Service shall be a lien on the property upon sale of property.

In the case of rental property, the tenant and owner hereby grant permission for the PUC to release Utility Services account information, including, but not limited to, duplicate copies of bills for any Utility Services account to the owner and/or tenant.

Applicant also hereby agrees PUC has the right to access to any meters at all reasonable hours for readings and/or examination of the meters.

By signing this application, the applicant agrees that the water meter inside the building is always considered to be the correct reading (unless determined by PUC otherwise), and not that of the water remote attached to the outside of the building. If there is any discrepancy between the remote reading and the water meter reading PUC will, based on its findings, schedule the necessary repairs and either bill the applicant for the additional consumption or credit the applicant's account for the overestimate; therefore, it is in the applicant's best interest to periodically compare the two readings and promptly notify PUC of any discrepancies. (If applicable)

Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Applicant Signature \_\_\_\_\_

<b>Office Use Only</b>	
ID TYPE _____	ID # _____
DOB _____	
PREVIOUS CUSTOMER OF PROCTOR PUBLIC UTILITIES <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES,	
ADDRESS _____	
SERVICE WAS IN THE NAME OF _____	DATE _____
DISCONNECTED _____	

**ACKNOWLEDGMENT OF RESPONSIBILITY:**

In the event the tenant/contract vendee fails to pay any billing hereunder, the PUC and/or City of Proctor shall bill the landlord/ fee owner the remainder prior to resumption of service.

Landlord/ Fee Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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**LIEN AGREEMENT**

Pursuant to Proctor City Code §403, et seq., the undersigned fee owner of the real property being provided Utility Service as set forth in the above application, does hereby agree that, in lieu of paying the required deposit set forth above, the undersigned owner agrees to allow all unpaid utility charges incurred through use or occupation of the real property in question to constitute a lien against the real property, legally described as:

(Insert legal description from tax statement.)

With an address of \_\_\_\_\_.

Said lien shall be in the name of the City of Proctor in the case of sewer and in the name of the Proctor Public Utility Commission in the case of water and electric.

Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

FEE OWNER SIGNATURE:	CITY OF PROCTOR SIGNATURE:
TENANT OR CONTRACT VENDEE SIGNATURE:	PUBLIC UTILITIES COMMISSION SIGNATURE: (if applicable)

STATE OF MINNESOTA    )  
  ) ss  
COUNTY OF ST. LOUIS    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Before me a notary public within and for said County and State, personally appeared

\_\_\_\_\_, to me known to be the same person(s) described in and who executed the foregoing instrument, and acknowledged that he/she/they executed the same as his/her/their free act and deed.

\_\_\_\_\_  
Notary Public