

(320) 983-3141
(320) 983-3142 FAX

CITY OF MILACA

ACCOUNT# _____

255 1st Street East
Milaca MN 56353
www.cityofmilaca.org

APPLICATION FOR WATER/SEWER SERVICE

APPLICATION MUST BE IN OWNER NAME – NOT RENTER NAME

SERVICE ADDRESS: _____ Milaca MN 56353
Street Address

OWNER NAME: _____		E-mail address _____	
ADDRESS: _____			
Street Address	PO Box (If Applicable)	City	St Zip
Home Phone: () _____		Work Phone: () _____	
		Cell Phone: () _____	
BILLING ADDRESS: _____			
IF DIFFERENT FROM ABOVE			
Street Address		PO Box (If Applicable)	
City	St	Zip Code	

Is House Rented Out: Yes (Please complete the following) No

Name of Renter(s) _____		
Home Phone # _____	Work Phone# _____	Cell Phone # _____
<i>If a Disconnection Notice is warranted, please be advised that your renter(s) will also receive a copy so they may be aware of the possibility of disconnection.</i>		

TYPE OF ACCOUNT (check one): Single-Family Multi-Family Business

(IF YOU CHECKED MULTI-FAMILY OR BUSINESS, PLEASE LIST THE # OF UNITS _____)

Business Name (if applicable) _____

TODAY'S DATE: _____ DATE SERVICE TO START: _____

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- NOTE: If this is a rental house:
1. Billing will be sent to the owner, not the tenant.
 2. Tenant may, however, pay bill.
 3. If bill is delinquent, a notice will be sent to owner AND tenant so both parties are aware of possible shut off date.
 4. The owner of property is responsible for contacting city offices of new renter.
 5. In the event owner does NOT notify city offices of new renter, the city will NOT be liable for failure to notify new renter of water disconnection. The city will send notice to last known renter.

PLEASE COMPLETE BACK SIDE

CONDITIONS OF APPLICATION FOR SERVICE

1. The signed Application for Service shall constitute a contract between the parties upon acceptance by the City of Milaca and shall remain in force until terminated under the policies of the City of Milaca.
2. Water and Sewer Service purchased from the City of Milaca will be purchased at rates set by the City of Milaca.
3. The Owner will be billed a \$10.00 processing fee for hook-up. This fee is charged whether or not water is already on at the owner's residence or business.
4. The Owner is required to pay a \$15.00 deposit which will be applied to the first bill. This \$15.00 deposit will be refunded on the final bill.
5. The City of Milaca will not be liable for water or sewer damage incurred on the Owner's premises caused by (a) an act of God; (b) riot, revolution or other civil disorder; (c) negligent acts of omission or commission of third parties not attributable to the City of Milaca.
6. The Owner hereby authorizes the City of Milaca the right to enter onto said owner's premises to maintain, install or remove the water meter or any other property owned by the City. This shall also include the right to read, maintain and replace City meters.
7. If the account remains delinquent for two months, that amount can be levied against the property as set forth per Title V Chapter 51.05 of the City of Milaca Ordinance.
8. The Owner will notify the City of Milaca when applicant moves to have the Water/Sewer service terminated. The Owner will provide the City of Milaca with a forwarding address.
9. If an Application has been mailed, faxed or picked up by new Owner and application has not been returned to the City of Milaca within 5 days, the City of Milaca has the right to disconnect water services until application is received. If this occurs, a \$30.00 Reconnect fee will be applied to first bill in addition to deposit and hook up fees.
10. Accounts are due by the 15th of the month. THE WATER SUPPLY MAY BE SHUT OFF FROM ANY PREMISES IN WHICH THE WATER OR SEWAGE BILL REMAINS UNPAID AFTER THE 25TH DAY OF THE MONTH IN WHICH THE BILL WAS ISSUED. WHEN SHUT OFF, THE WATER SHALL NOT BE TURNED ON EXCEPT UPON PAYMENT OF THE AMOUNT DUE AND THE \$30.00 RECONNECT FEE FOR NON-PAYMENT IS PAID. IF WATER IS TURNED ON AFTER HOURS, AN ADDITIONAL \$60.00 AFTER HOURS RECONNECT FEE WILL BE APPLIED TO THE NEXT BILL.

IF MAILING PAYMENT, PAYMENT MUST BE IN OFFICE BY THE 15TH OR POSTMARKED BY THE 13TH TO AVOID PENALTY.

ASK ABOUT DIRECT PAYMENTS TO AVOID LATE FEES.

OWNER'S SIGNATURE _____

Please return within 5 days. You may:

Mail to City of Milaca, 255 1st Street East, Milaca MN 56353 OR

Fax (320) 983-3142 OR

e-mail: dkatke@milacacity.com OR

Use the City of Milaca's drop box located in front of city hall on 1st Street East.