

City of Carlos

Water/Wastewater Service Application

Applicant hereby applies for service with the City of Carlos for the purpose of receiving water and sewer services from the City and agrees:

- He/she is at least 18 years of age and all information provided is complete and accurate.
- To immediately notify the City of any changes to this information.
- To be responsible for the utility account(s) from the connect date to the time the City is notified to discontinue service.
- Service will not be activated until any past due accounts are paid in full.

1) Name(s) on Account _____

2) Service Address _____ Mailing address if different than service address _____
Street address PO Box City, State, Zip

(3) Home Phone # (____) _____ (4) Cell Phone # (____ - ____ - ____)

5) electronic mail address (email) _____

(6) Home Heating Type _____ (7) Effective date of Lease/Purchase _____
Hot air or Hot water

(8) Work Phone # (____) _____ (9) Employer _____

(10) Joint Name Work Phone # (____) _____ (11) Joint Name Employer _____

(12) _____ (_____) _____
Nearest Relative Not Living With You Relationship City, State, Zip Phone

(13) List names of other adults (18 years of age or older) living at this location

(14) () Own () Rent

If renting or leasing, Property Owner's Name, Address and telephone number

Applicant(s) understand water/sewer bills are due in full by the 5th of each month. A 10% penalty is applied to past due balances and service may be disconnected for failure to make prompt payment. By signing this agreement, Applicant(s) accept the provisions contained herein. Signature of Applicants should include both parties for a joint account, and all partners in a partnership. Joint applicants and/or partners of Applicant agree to be individually responsible for this account.

Both signatures are required for a joint application

X _____
Print Complete Name Signature Date

X _____
Print Complete Joint Name Joint Signature Date

City of Carlos Water & Wastewater Services

- The water bill includes a flat rate of \$45/month. Each month the city adds \$.81 to each bill to reimburse itself for \$9.72 charged annually by the Minnesota Department of Health for testing services. Also, the city adds approximately \$1 to each bill once each year in February to reimburse itself for the permit fee charged by the Minnesota Department of Natural Resources for removing water from the aquifer.
- Sewer service is supplied to each location in the city and is included in the monthly bill at the rate of \$29 flat fee (not metered).
- In addition, all drinking water supply in the city is metered. Meters are read monthly during the last week of the month. The use of water is billed at \$5.00 per 1000 gallons or a prorated portion thereof.
- The first billing will include a \$30 connection fee for a new service for tenant or owner.
- Bills are generally delivered via mail or email by the 15th of each month.
- For residences that are rented and you would like both landlord and tenant to receive a copy of the bill, a \$1/month duplicate billing fee will be added to the billing. However, in the event of non-payment by the tenant, the landlord is ultimately responsible for the water bill for the property. The landlord may decide to have only one bill sent.
- If you choose, you may have the amount due collected via automatic withdrawal from a checking or savings bank account on the 25th of the month at no additional charge. If the 25th falls on a holiday, the amount will be withdrawn on the next business day.
- You have the option of receiving your bill via email.
- If you decide to do **both** of these (having your bill Emailed to you and having your payment automatically drafted on the 25th each month), you will receive a one-time credit on your next month's bill of \$6.00.
- The amount remaining due on the combined water/sewer bill after the 5th of the following month is considered late and will have a 10% late charge applied.
- The average usage by homeowners in the City of Carlos is approximately 3,300 gallons for a family of 2-4 members.
- To turn the water off or on at the curb stop at your home is a \$30 fee. If the City turns off the water due to non-payment of the bill, a \$75 reconnect charge is levied.
- The City's office hours are 8:00am-4:30pm Monday-Thursday, Friday 8:00-noon, or by appointment.
- For any questions, please call 320-852-3000 and speak to Donna Eveslage, Clerk-Treasurer; or Kalin Hacker, City Public Utilities at 320-760-0592.

City of Carlos

109 1st Street West

P.O. Box 276

Carlos, MN 56319



(320) 852-3000
office@cityofcarlos.com
Website: cityofcarlos.com

Authorized Payment Form

Authorized Payment

You must attach a voided check or a direct deposit authorization form from your financial institution.

Customer's Name _____

Name of Financial Institution	9 Digit Routing #	Account #	Account Type
			Checking
			Saving

This authorizes City of Carlos to send debit entries (and appropriate credit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated above and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Date and Frequency of debit(s): Monthly on the 25th of each month. Should the date fall on a weekend or Federal Holiday, the withdrawal will occur on the next business day.

Customer's Signature Date _____ Date _____

Approved Date _____