

Utility Service Request Form

City of St. Charles

830 Whitewater Ave. St. Charles, MN 55972

utilities@stcharlesmn.org

St. Charles provides electric, water, sewer, garbage & recycling service



Applicant Information

Today's Date: _____

Status: Renter Owner Agent/Representative

Last Name: _____ First Name: _____ MI: _____

Business Name (if applicable): _____ Federal ID #: _____

Previous Address: _____ Move Out Date: ___/___/___

New Service Address: _____ Move In Date: ___/___/___

Mailing Address (If different than service address):

Email Address: _____

Phone Number: _____
Cell Work Home

Social Security Number: _____ Date of Birth: _____
(Used for collections purposes only) (must be 18+ to apply for utilities)

Co-Applicant Information

Last Name: _____ First Name: _____ MI: _____

Relationship to Applicant: _____

Email Address: _____

Phone Number: _____
Cell Work Home

Social Security Number: _____ Date of Birth: _____
(Used for collections purposes only) (must be 18+ to apply for utilities)

Date of Request

(Please allow 2-3 business days to complete this request. Utility service is activated Monday through Friday, excluding City Holidays.)

Preferred Service Date: _____

Service Address: _____ Unit #: _____
St. Charles, MN 55972

Services being requested (check all that apply):

Electric Water **Garbage:** 35-gallon 65-gallon 95-gallon
 Electric Heat **Recycling:** 65-gallon 95-gallon

Deposit Required:

Any applicant who does not have a 12-month history of payment for utility service with the city shall pay a meter deposit as established annually in City Code § 50.06(C).

Meter Deposit Required:	Date Paid	Payment Type
\$50 Residential - Owner Occupied	_____	<input type="checkbox"/> Cash
\$75 Residential - Tenant	_____	<input type="checkbox"/> Check
\$100 Commercial	_____	<input type="checkbox"/> Debit/Credit Card

For all residential rentals, all applicants over the age of eighteen (18) must sign this utility service request and will each be jointly and severally liable for any unpaid amounts. The City may pursue collection against any one of the applicants for the entire amount, in the event utility charges become delinquent.

If a residential, multi-unit building with separate metering, the building owner or owner’s representative must (1) provide written permission for the applicant to apply for services, and (2) agree to continue to provide utility services to all unoccupied units between tenant occupancies, if any unit in the building is occupied. (May be provided on the form below).

APPLICANT SIGNATURE STATEMENT

By signing this application, I agree to pay all charges associated with my utility account and abide by the all provisions of City Code Chapter 50, as may be amended from time to time. I certify as the responsible party of this account that the above information is true and correct and that the above person(s) listed may have access to account balances, usage or changes, and other basic information.

Applicant Signature _____ **Date:** _____

Co-Applicant Signature _____ **Date:** _____

IF A RESIDENTIAL, MULTI-UNIT BUILDING WITH SEPARATE METERING:

OWNER SIGNATURE STATEMENT

By signing this application, I consent to the above-named applicant(s) to apply for utility services at a building I own. I agree to continue to provide utility services to this and all other unoccupied units between tenant occupancies, if any unit in the building is occupied. I agree to pay all charges associated with the inter-occupancy utility account and abide by all provisions of City Code Chapter 50, as may be amended from time to time.

Owner/Owner’s Agent Information:

Name _____

Phone/Email Address _____

Signature _____ **Date Signed** _____

Tenant Lease Terms – Start Date _____ **End Date** _____

Tenant Address _____

**ST. CHARLES MUNICIPAL UTILITIES
DATA PRIVACY NOTICE: “TENNESSEN WARNING”**

As part of your application for municipal utility services, and in providing those services, the City of St. Charles requests private or confidential data about you. The private or confidential information that you provide is not available to the public. In accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Section 13.04, subd. 2, the City must notify you of the following three points:

1. The purpose and intended use of the requested information:
To confirm your identity; to process your application; to determine your credit status for receipt of services; to provide products and services; to communicate with you; to respond to your questions; to provide customer support; to schedule or respond to maintenance or service calls; to collect monies owed for the services or equipment provided; to protect against fraud, unauthorized transactions, and claims; to operate, evaluate, and improve our business; and to determine eligibility for and administer customer participation in events, utility programs, surveys, promotions, rebates, and assistance.

2. You may refuse to provide private or confidential data. If you do not supply this information, however, the City of St. Charles will be unable to process your application or provide utility services.

3. The information that you provide may be accessible to the following persons or entities:
 - You, and persons who have your express written consent;
 - The City officials and staff who reasonably require access to your information in the course of their work duties or responsibilities;
 - Credit or collection agencies to assist in determining credit or collecting on an account if it becomes delinquent;
 - State agencies such as the Minnesota Department of Commerce; and
 - Outside vendors required under contract with the City to maintain the confidentiality of the information, including, but not limited to, billing and credit card processing, wholesale power supplier, energy consultants, rebate providers, and energy assistance agencies.

In addition, as permitted by Minnesota Statutes, Section 13.685, the City may release your private or confidential data to:

- A law enforcement agency that requests access to the data in connection with an investigation;
- A school for purposes of compiling pupil census data;
- A public child support authority to establish or enforce child support; or
- Any other person when use of the data directly advances the general welfare, health, or safety of the public.

Other government entities accessing private or confidential data must also comply with the Minnesota Government Data Practices Act.

I acknowledge by signing this form that I have been informed of and understand my rights and I hereby consent to the release of the above information to the City for the purposes stated herein. The information that I have provided is accurate.

(Signature of Applicant Authorizing Release)

Date

(Signature of Co-Applicant Authorizing Release)

Date