



Utility Service Application

124 Armstrong Blvd S
 St. James MN 56081
 507-375-3241

Date Rcvd: _____

Rcvd By: _____

LAST		FIRST		M. INITIAL		APPLICATION DATE		SERVICE DATE	
SOCIAL SECURITY NO.				PHONE		EMAIL			
CO-APPLICANT: LAST			FIRST			M. INITIAL			
SOCIAL SECURITY NO.				PHONE		EMAIL			
SERVICE ADDRESS (STREET, APT/LOT NO)						CITY/STATE/ZIP			
						ST. JAMES MN 56081			
MAILING ADDRESS (IF DIFFERENT)						CITY/STATE/ZIP			
EMERGENCY CONTACT (NAME, PHONE NUMBER, ADDRESS)									
CIRCLE ONE		COMPLETE IF RENTAL PROPERTY (LANDLORD SIGNATURE REQUIRED)							
RENT OWN		PROPERTY OWNER:				PHONE:			

GENERAL INFORMATION

A \$200 meter deposit is due upon application for services at rental properties and mobile homes. The deposit accrues interest annually and is returned at the date of move out, minus any remaining charges due on the account. **You must also provide a photo ID.**

When **moving out**, a final date along with a forwarding address must be provided to the City at least **48 hours** prior so a meter read-out can be ordered.

Bills are sent out on a monthly basis. Payments are due on the 10th of every month by 5pm. If payments are not received by the due date (10th of the month) an 8% penalty will be charged to the account.

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The City of St. James will give notice (via US Mail) to discontinue services to accounts remaining delinquent after the due date. Disconnection of services shall be carried out under the provisions of the City Ordinance (Chpt 3, Subd3). You will be charged a \$50.00 reconnect fee (per service) if your utility account is turned off.

An amount due for water charges may be certified to the County Auditor for collection with real estate taxes in the following year in accordance with MN Statutes 444.075. This certification will be made regardless of who applied for the water services, whether owner, tenant, or other person, these charges are filed against the property.

I/We hereby agree to the following term:

1. I/We hereby apply for utilities and services at the address stated under the terms and conditions as provided by St. James City Council and agree to pay all charges at the given payment period. I/We have received a copy of the Public Utilities Rules and Regulations.
2. I/We authorize the use of our email address to obtain information from the City of St. James. This address is private data and will not be given to any other agency.
3. I/We give permission to any energy provider or public assistance agency that serves me to exchange billing information for the purpose of obtaining energy assistance.
4. I/We give permission to our landlord to obtain billing information including notices of non-payment or disconnection of services.

APPLICANT SIGNATURE	DATE	LANDLORD SIGNATURE	DATE

TO BE COMPLETED BY PUBLIC UTILITY

METER DEPOSIT RECEIVED \$ _____ DATE RECEIVED _____

SERVICES CONNECTED:

- ELECTRIC
- WATER/SEWER
- SPRINKLER
- SECURITY LIGHT