



# CITY OF MILACA Minnesota

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

Office Use

Account # \_\_\_\_\_

Date Application Fee Paid \_\_\_\_\_

## APPLICATION FOR WATER/SEWER SERVICE

*Application Fee \$45.00*

### APPLICATION MUST BE IN OWNER NAME – NOT RENTER NAME

SERVICE ADDRESS: \_\_\_\_\_ Milaca MN 56353

Street Address

Owner Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*Do you wish to receive your bill by email?* \_\_\_ Yes \_\_\_ No

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 # \_\_\_\_\_

*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.*

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 renter. Renter may pay bill.
2. If bill is delinquent, a notice will be sent to owner AND renter so both parties are aware of possible shut off date.
3. The property owner is responsible for notifying city offices of new renter.
4. 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 OCCUPANT at property address.

## 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. **Payment of \$45.00 application fee for water/sewer services.** This fee is charged whether or not water is already on at the owner's residence or business.
4. 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.
5. 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. The owner is prohibited from any meter tampering.
6. 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.
7. 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.
8. If an application has been mailed, emailed 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 \$52.00 Reconnect fee will be applied to first bill.
9. **Accounts are due by the 15th of the month.** The water supply may be shut off to any premises in which the water or sewage bill remains unpaid for two consecutive months. When shut off, the water shall not be turned on except upon payment of the amount due and the \$52.00 reconnect fee. If water is turned on after hours, an additional \$103.00 after-hours service fee will be applied to the next bill.

**IF MAILING PAYMENT, PAYMENT MUST BE IN OFFICE BY THE 15<sup>TH</sup> OR POSTMARKED BY THE 13<sup>TH</sup> TO AVOID PENALTY.**

*Ask about Auto Pay to avoid late fees.*

**OWNER'S SIGNATURE** \_\_\_\_\_

Please return within 5 days.

Mail to: City of Milaca, 255 1<sup>st</sup> Street East, Milaca MN 56353

E-mail: [mniedzielski@milacacity.com](mailto:mniedzielski@milacacity.com)

Use the City of Milaca's drop box located in front of city hall on 1<sup>st</sup> Street East