

NORTH BRANCH WATER & LIGHT COMMISSION

6388 Maple Street - North Branch, MN 55056

Phone: (651) 674-7100

Fax: (651) 674-4254

APPLICATION FOR UTILITY SERVICE

(Please Print)

Business Name: _____ Date: _____

New Service Address: _____ Date to start service: _____

Mailing Address (If different from above): _____

Business Phone Number: _____ Cell Phone Number: _____

Contact Person: _____ Federal ID Number: _____

Email Address: _____

Check all that apply: Owner Tenant Landlord
 Electric Water Sewer

Are you currently a North Branch Water & Light customer? Yes No

Have you had service with us in the last 12 months? Yes No

If yes (to either question), please provide the previous address _____

CUSTOMER: PLEASE READ THE FOLLOWING:

I hereby request North Branch Water & Light Commission to furnish utility service(s) to above service address and **I agree to pay the costs of such services as the bills become due.**

I understand that a deposit of \$ _____ is required to begin service.

Failure to make monthly payments will result in my utility service being disconnected. If my utility service is disconnected; the total amount due plus a deposit of two times my highest bill in the past 12 months and a reconnection fee will be required to resume service. A personal check will not be accepted as a form of payment for reconnection.

I understand that utility payments shall be paid by the due date or a penalty of 10% will be added to the current month's unpaid balance.

I understand that North Branch Water & Light Commission will refund the deposit with interest after 12 consecutive months of on time payments.

I hereby acknowledge notification that the North Branch Water & Light Commission's Administrative Policy is viewable at nbpuc.com and I understand it is my responsibility to read the contents.

By signing below, you acknowledge that you have read and understand the above information:

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Deposit \$ _____ Cash Check Credit Card Letter of Credit

Deposit Date _____ Letter of Credit Received Date _____

Approved By: _____

DATA PRIVACY ADVISORY

The Minnesota Data Practices Act (Minnesota Statute 13.04, Subdivision 2) requires that you be informed of the following information when you are requested to provide private or confidential data about yourself:

- * The purpose and intended use of the requested information
- * Whether you may refuse or are legally required to supply the information
- * Any known consequences to you of providing the information or refusing to provide the information; and
- * The identity of other persons or agencies authorized by State or Federal Law to receive the data.

In accordance with the Minnesota Government Data Practices Act, the North Branch Water & Light Commission (NBWL) advises our customers of the following:

The information that you provide on this application is private data and is not available to the public. The information that you provide on this application will be used for the following reasons:

- > To distinguish you from all other applicants for service and to identify you in our account files.
- > To enable us to verify that you are the individual applying for service and to determine your credit status for receipt of service.
- > To enable us to contact you if additional information is required, to send you appropriate notices, and/or to schedule service or maintenance calls.
- > To enable us to collect monies due and owing from you to NBWL for services and equipment provided.

You are not legally required to provide this information, but we will not be able to establish an account without it. The information that you provide may be accessible to the following persons or entities:

- 1) You and persons who have your express, written consent may receive the information
- 2) City of North Branch officials and staff members who have a need to know about the information in the course of their duties or responsibilities
- 3) A law enforcement agency that requests access to the data in connection with an investigation
- 4) A school for purposes of compiling pupil census data
- 5) The Metropolitan Council for use in studies or analyses required by law
- 6) A public child support authority for purposes of establishing or enforcing child support
- 7) A person where use of the data directly advances the general welfare, health, or safety of the public, or services should it become delinquent

In accordance with Minnesota Statutes Sections 13.03 & 13.04, I acknowledge by signing this application form that I have been informed of and understand my rights under the Minnesota Government Data Practices Act and hereby consent to the release of the above information for those purposes as stated herein.

I hereby certify that the information provided on this application is true and correct. I authorize NBWL to verify this information and retain the application whether or not it is approved. I agree that if any of the information is false or altered, NBWL has the right to disconnect my utility service without any further notice. I further authorize NBWL to receive and retain credit information that I have provided on the utility credit reference.

Please sign below that you have read and understand the above information:

Signature: _____

Date: _____