



# APPLICATION TO START/TRANSFER UTILITY BILLING SERVICES

OFFICE OF THE CLERK  
107 2nd Street SW  
P.O. Box 307  
Twin Valley, MN 56584-0307  
Office 218.584.5254  
Fax 218.584.5723  
[www.TwinValleyMN.com](http://www.TwinValleyMN.com)

In accordance with Twin Valley City Ordinance, Title V; Public Works—the City of Twin Valley requests this application be completed, signed and returned with the account service fee of \$50.00 paid before services will be started or transferred. Failure to do so may result in the discontinuance or refusal of services.

Service Address		Twin Valley, MN 56584	
Applicant Type: <input type="checkbox"/> Property Owner <input type="checkbox"/> Renter		<input type="checkbox"/> Commercial <input type="checkbox"/> Residential	
Closing Date / Lease Date		Contract for Deed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name			
Mailing Address			
<input type="checkbox"/> Check here if same as service address			
Phone Number		E-mail Address (Optional)	
Additional Occupant (Optional)		Phone Number	
Is the main heat source a water boiler system? <input type="checkbox"/> Yes <input type="checkbox"/> No			

*In consideration of the City of Twin Valley providing utility services to the real property listed above, the undersigned being the property owner(s) and/or renter(s) affirms that all information on this application is true and accurate.*

*I/We understand that all accounts shall be formally carried in the name of the owner, as recorded with the Norman County Recorder's Office, regardless of rental or contract for deed status. The owner of record shall be liable for all utility services supplied to the property whether he or she is occupying the property or not. **Please be aware if the prior owner of your property leaves an unpaid balance, this amount will be assessed to the property for collection with taxes. To avoid this, please contact your title company to verify the final balance will be paid. You may contact the City to verify payment has been made.***

*I/We understand that bills for services will be rendered on a monthly basis. Payment is due in full by 5:00PM on the last day of each month. The City has established a late fee of \$15 upon any account unpaid at the processing of a new bill cycle. It is the policy of the city to discontinue utility service to customers by reason of nonpayment of bill. A notice of disconnection will be provided prior to disconnect. When it becomes necessary for the city to discontinue utility services, service will be reinstated only after all bills for services then due have been paid, along with a reconnection charge of \$75.*

*As provided for by M.S. § 444.075, Subd. 3e, the city will annually (or more frequently) certify unpaid charges to the County Auditor for collection as other taxes are collected. In the event charges are certified against the property taxes an 8% interest fee will also apply. Any customer disputing the correctness of his or her bill shall have a right to a hearing in front of the Twin Valley City Council. Requests for delays or waiver of payment will not be entertained; only questions of proper and correct billing will be considered.*

*I/We understand that the owner of the property is responsible for the utility service line(s) between the building to the main, to exclude only the water shut off valve.*

*I/We agree to permit the authorized agents of the City free access to premises for the purpose of inspection, repair, replacement or service to the water meter and its components as needed.*

*I/We agree to have read the application and agree to comply with the City Ordinances that govern the use of these utilities. This application will remain in effect until I/we have notified the City to discontinue service.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY	
Date Received	New Account Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
Account Number	Meter Reading