

Kasson Public Utilities

401 5th St SE

Kasson, MN

507-634-7071 utilitybilling@cityofkasson.com

UB Account # _____



KASSON PUBLIC UTILITIES

The City of Kasson provides water, sewer, electric and other utilities for all properties in the city. Utility accounts include charges for water, sewer, electric and other utilities, monthly service base fees and a MN water test fee. Statements are billed monthly and are due on or before the 15th of the month. There is a utility bill payment dropbox on the west side of City Hall. Credit card payments are available on-line through our website, cityofkasson.com. Direct pay from your checking account on the 15th of the month is available through the Auto Pay sign-up below.

Service Address Information

ADDRESS	APT/LOT/UNIT#	SERVICE START DATE (earliest available date is next business day)
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OWNER/LANDLORD Information	RENTER Information
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Last Name	First Name	Last Name	First Name
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Billing Address	Billing Address
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Phone Number Cell	Phone Number Other	Phone Number Cell	Phone Number Other
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Social Security #	Email	Social Security #	Email
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Deposit

Deposit Amount	Payment Method	Date Paid
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Renters (residential renters and commercial renters) are required to pay a deposit, refundable after payment of final bill.

Opt-In for E-Billing

Opt-in for EBilling (Will not receive a paper bill) YES NO

Opt-In for Auto-Pay

Opt-in for Direct Pay YES NO

With Auto-Pay you will continue to receive your bill each month, but payment will be made automatically from your checking account on the 15th of every month. By signing below, you hereby authorize the City of Kasson to initiate entries to your checking account to pay your monthly utility bills. This authorization will remain in effect until the City of Kasson receives written notice of its termination or until you no longer carry a balance with us. You have the right to stop payment of a charge by notifying your financial institution three dates before your account is charged. **A voided check or proof of checking must be attached to initiate Auto-Pay. There is an NSF fee for all returns on account.**

Last Name	First Name	Signature
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Utility Account #	Bank Name
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Checking or Savings Account #	Routing #
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Third Party Notification

Third-Party Notification provides notification to another party in the event an account receives any disconnection or delinquency related notices. The Third-Party will receive a copy of the notice that is sent to the customer of record. These notices are issued when electricity or water/sewer services are in jeopardy of being disconnected. Completing this form authorizes KPU to mail a copy of any Disconnection/Delinquency notices to the-Third Party named below. I agree and authorize KPU to mail any disconnection/delinquency related notices to the party listed below. This form will only be used for notification of pending disconnection and does not allow the third party any additional access or details of the service customer. The notice can be removed from the account by either party by contacting customer service at 507-634-7071. This request will not be accepted without the Third-Party's signature. We will make every effort to send a copy of any disconnection related notices to the party specified. We are not responsible if the Third-Party fails to receive or act upon the notice. The Third-Party Notification does not modify in any way KPU's liability, if any, for property damage that may result from disconnection of a tenant's utility services.

Renter Signature: _____ **Date:** _____

Third-Party/Owner/Landlord Signature: _____
Date: _____

Agreement

I/We hereby agree to pay all charges, as provided by present rates and regulations and any future amendments thereto, and agree to use and continue such service until a written request is filed discontinuing the same at the Utility office at City Hall. We agree to claim no damage due to stoppage of flow of electricity, water, sewer from accident or when stoppage is necessary to make alterations, repairs or improvement. The undersigned shall keep all plumbing fixtures in good repair, shall promptly stop all leaks, and shall conserve water in time of water shortage. The undersigned also agree to abide by the cross connection ordinance. The undersigned agree that if bills or charges remain delinquent, that electric and/or water service will be disconnected. Additionally, a 10% penalty will be assessed on any amount that is not paid on or before the due date; that late notices will be mailed and that service disconnection notices will be through the use of doorhangers the day before disconnection and day of disconnection; that there is a fee to reconnect service; and that services will be reconnected upon full payment of the bill and service and reconnection charges. All returned checks/payments could result in disconnection of services. A returned check/payment charge will also be assessed. I/We also agree that the Public Works Director, or authorized employee of the Department, shall have access to the above property for inspection of meters or any Utility Department facilities at any reasonable hour. If households require electricity for medically necessary equipment, please submit Medical Emergency form found on our website; www.cityofkasson.com.

Renter: _____ **Date:** _____

Owner/Landlord Signature: _____ **Date:** _____