**Kasson Public Utilities** 401 5th St SE Kasson, MN

507-634-7071 [utilitybilling@cityofkasson.com](mailto:utilitybilling@cityofkasson.com)

UB Account #

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| **KASSON PUBLIC UTILITIES** | | | | |
| The City of Kasson provides water, sewer, and electricity to most properties in the city limits. Please check with City Hall for more information on your property if needed. Utility accounts are billed monthly, and statements are due typically by the 15th of the month. There is a utility bill payment drop box on the west side of City Hall and at the HyVee grocery store entrance outside. Credit card payments are available online through our website at [www.cityofkasson.com](http://www.cityofkasson.com). Direct pay is available with a checking or savings account through City Hall. Direct pay will be submitted on the due date. | | | | |
| **Service Address Information** | | | | |
| ADDRESS | | | APT/LOT/UNIT# | SERVICE START DATE (earliest available date is next business day) |
| **OWNER/LANDLORD Information** | | | **RENTER Information** | |
| Last Name | First Name | | Last Name | First Name |
| Billing Address | | | Billing Address | |
| Phone Number Cell | Phone Number Other | | Phone Number Cell | Phone Number Other |
| Social Security # | Email | | Social Security # | Email |
| **Deposit** | | | | |
| Deposit Amount | | Payment Method | | Date Paid |
| **Renters (residential renters and commercial renters) are required to pay a deposit. Deposits will be applied toward your final bill. Credits, if remaining, will be refunded in the form of a check.** | | | | |
| **Opt-In for E-Billing** | | | | |
| Opt-in for E-Billing (Will not receive a paper bill)  YES  NO | | | | |
| **Opt-In for Auto-Pay** | | | | |
| Opt-in for Direct Pay  YES  NO | | | | |
| If enrolled in Auto-Pay you will continue to receive your bill each month. Payments will be made automatically from your checking or savings account on the 15th of every month. By signing below, you hereby authorize the City of Kasson to initiate entries to your checking or savings 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**. There is an NSF fee for all returns on account.** | | | | |
| Last Name | First Name | | Signature | |
| Utility Account # | | | Bank Name | |
| 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 there to 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 the stoppage or 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.](http://www.cityofkasson.com/) |
| **Renter: Date:** |
| **Owner/Landlord Signature: Date:** |