



**UTILITY APPLICATION
DEPOSITS, LEASE OR
PURCHASE
AGREEMENT & I.D.
REQUIRED**

**FOR OFFICIAL USE
ONLY**

DATE TERMINATED

___/___/___

BALANCE DUE: _____

VERIFIED BY: _____

****DATE TO START:** _____ **SERVICE ADDRESS** _____

***Applicant Information, Business Name Etc.:**

First: _____ Last: _____ /OR Business Name

DOB: ___/___/___ SSN: ___/___/___ **(REQUIRED FOR SERVICE)**

--Email Address: _____ Cell Phone: () _____ - _____

Bill to Address (If Different): _____ *(Alternate needed for some apartments)*

City: _____ State: _____ Zip: _____

*** APPLICANT EMPLOYER INFORMATION: (IF U.S. ARMY, PLEASE PROVIDE Unit INFORMATION, AND ADVISE IF THIS INFO CHANGES.)**

Name: _____ Phone: () _____ - _____

Address/**UNIT**: _____ City: _____ State: _____ Zip: _____

***Co-Applicant Information:** --Your spouse is **NOT** presumed to be a Co-Applicant. They **MUST** be added and present an I.D. at application time. No information will be shared unless they are on this application!

-Co-Applicant Name: First: _____ Last: _____

DOB: ___/___/___ SSN: ___/___/___ Employer: _____/**UNIT** _____

Phone: () _____ - _____

***Reference Information/Emergency Contact (Required):**

Name of relative/ personal friend not living at residence: _____ Phone _____

Address: _____ City: _____ State: _____ Zip: _____

ANSWER THE FOLLOWING QUESTIONS:

When available, would you like to go 'paperless' with your bill?** *This option is to be available soon and will require your email address; if you choose YES, you will NOT get a paper bill mailed. At this time 'both' US Mail and Email is not an option. Your email address is only available to the City of St. Robert and will not be made available to anyone else. It is considered confidential information along with all information on this application. **At no time will the City of St. Robert ask you for personal information, social security number, or bank information electronically.

Circle One: **YES – NO** EMAIL ADDRESS TO SEND: _____

***HAS ANYONE IN THE RESIDENCE HAD PRIOR SERVICES WITH THE CITY?** [] YES OR [] NO

***CAN DETAILS ABOUT THIS ACCOUNT BE LEFT ON YOUR VOICE MAIL MESSAGE SYSTEM:** Yes or NO

***WOULD YOU LIKE TO BE SET UP ON DIRECT BANK WITHDRAW?** { } Yes { } No

IF YOU DO: Bank Name: _____ **Account #:** _____

Routing #: _____ { } Checking { } Savings

Signature of Applicant: _____ Date: ___/___/___

Signature of Co-Applicant: _____ Date: ___/___/___

FOR OFFICE USE ONLY: Order Taken By: _____ Account Number: _____

DEPOSIT AMOUNT POSTED: \$ _____

BELOW ARE THE TERMS AND CONDITIONS AGREED TO (INITIAL THIS):

1. Will pay the service deposit required and maintain a "good standing" with the City by paying the bill on or before the due date (15th). In the event that "good standing" is not maintained, said City can review the deposit and establish a new one based on current policy.

In the event that the bill is not paid and a city employee is sent out to disconnect service there will be a **\$50.00** termination/reinstatement fee for residential customers and a \$100.00 termination/reinstatement fee for commercial customers that will have to be paid prior to reinstating the utility service. For those commercial customers with three phase or gas service a \$100.00 charge for disconnect/reconnect will be required prior to the reinstatement of utility service.

When a utility service has been terminated on two (2) separate occasions, due to nonpayment of a utility bill, the customer shall be required to post a second (2nd) deposit, equal to the amount of the first (1st) deposit that is required prior to the City furnishing that utility service (Ord. No. 1696, July 26, 2004) revised (Ord. No. 2363, December 20, 2010)

_____ (***Applicants Initials***) _____ (***Co-Applicant***)

2. Will comply with and be bound by the provisions of the Ordinances, and such policies, rules and regulations as presently existing or may be adopted from time to time by the Board of Alderman.
3. Do hereby agree to pay any legal or collection fees that the city may incur due to legal or collection actions at the location described in this document. **Three month past due accounts will be forwarded to City Attorney.**
4. Will have the premises wired in accordance with wiring specifications approved by the City.
5. Extension of service to the property will be made upon the terms and considerations set forth in the City Code extension policies, by the City Administrator or City Mayor.
6. **If any person who will be living at this location owes the City from a previous service and the amount is not paid with a time stated by the City, this application will be revoked and service disconnected. Any debt due to the city will be paid before application for service is completed. If connection is completed and a prior debt is discovered, the debt will be paid immediately or added to the accounts receivable subjecting the account to the City's normal disconnect cycle.**
7. When moving from this location, do hereby agree to provide the City a forwarding address for the final bill and return of remaining deposit.
8. **If a monthly billing is not received, do agree to contact the City to inquire about the amount due. Failure to receive a bill does not waive assessment of late charges, does not change due date and subject to disconnection.**
9. Do hereby grant the City ingress or egress to, from, and over property to serve the above described map location and grant permission for the City to make alterations as the City deems necessary or advisable to provide electric service to the property or the other prospective member property either overhead or underground. Do hereby grant to the city ingress or egress to, from and over the property to remove and trim trees or brush to the extent necessary to keep them clear of said electric lines or systems and to cut down from time to time all dead, weak, leaning or dangerous trees that are tall enough to strike the wires in falling.

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10. In the event a joint membership is dissolved either by divorce, separation, or death, all interest in the deposit is release to the person remaining at the service map location and a new application will be completed. The remaining person shall assume total ownership of the joint deposit as an individual. However, release of deposit does not release responsibility from paying any debts or collection fees on a final bill when the account is changed into the remaining person's name. In the event of death, the remaining person assumes responsibility for any debts or legal fees on an ending balance.
11. The City is authorized to do a credit check concerning payment history from other organizations including utilities, but not limited to them.
12. Federal Identity Theft Laws require valid photo ID as well as rental agreement or purchase agreement.

The undersigned, jointly and individually, is applying for utilities and agrees to purchase electricity from the City of St Robert Municipal Utilities upon the terms and conditions shown on this application. It is also certifies that the terms and conditions stated are understood and that he/she is the duly authorized agent to execute this document on behalf of the joint applicant listed.

Applicants Signature

Date

Co-Applicants Signature

Date

ALL OF THE CITY OWNED METERS WILL BE ACCESSABLE BY THE CITY OF ST. ROBERT ON A MONTHLY BASIS FOR READING. PLEASE KEEP THIS IN MIND IF YOU HAVE A LOCKED FENCE OR ANIMALS.

GIVE OUR MAYOR YOUR SUGGESTIONS IN THE BOX AT LOBBY!

TEAR OFF THE NEXT PAGE AND KEEP FOR YOUR RECORDS!!!!!!!

www.saintrobert.com

- Payment Questions or Issues (573) 451-2000 Ext. 1100
 - Trash & Recycling Questions (573) 336-4848
 - Meter Reading & Usage Concerns (573) 451-2000 Ext. 1305
 - Utility Customer Service (573) 451-2000 Ext. 1104
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- ALL BILLS ARE DUE ON THE 15TH OF EACH MONTH, EVEN IF YOU DON'T RECEIVE A BILL IN THE MAIL. BILLS WILL BE SUBJECT TO A 5% PENALTY IF PAID AFTER THE 15TH.
 - SERVICES ARE BILLED 'A MONTH BEHIND.' YOU ARE BILLED FOR ABOUT 30 DAYS OF USAGE, THIS INCLUDES TRASH.
 - YOUR METER(S) WILL BE READ ON YOUR START DAY, AND AGAIN AFTER ABOUT 30 DAYS OF USAGE. A BILL IS GENERATED THEN MAILED AND WILL BE DUE ON THE 15TH.
 - WHEN YOU MOVE OUT YOU MUST SIGN REQUEST IN PERSON TO ENSURE DEPOSIT RETURN.
 - YOUR FINAL BILL IS TAKEN OUT OF YOUR DEPOSIT. KEEP IN MIND THAT WE BILL 'A MONTH BEHIND.'
 - BILLS ARE MAILED OUT ON THE LAST WORKING DAY OF EACH MONTH.
 - REFUND CHECKS ARE GENERALLY MAILED OUT THE FIRST WEEK OF EACH NEW MONTH.
 - TRASH SERVICE IS PROVIDED BY ZEIGENBEIN SANITATION.
 - IMPORTANT COMMUNITY EVENTS AND INFORMATION IS INCLUDED WITH UTILITY BILL.
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- YOUR FIRST BILL WILL NOT ARRIVE UNTIL AFTER AT LEAST 30 DAYS OF SERVICE.

**SUGGESTIONS TO OUR MAYOR IN CITY HALL LOBBY BOX!
TELL US WHAT YOU THINK!**