



APPLICATION UTILITY SERVICE

151 Main St. W. Monmouth, OR 97361
503-838-0722 | 8:00am - 5:00pm
www.ci.monmouth.or.us

COMPLETE THIS FORM TO APPLY FOR A UTILITY ACCOUNT WITH THE CITY OF MONMOUTH

SERVICE ADDRESS
ADDRESS WHERE THE UTILITY SERVICE WILL BE PHYSICALLY CONNECTED

SERVICE START DATE
TODAY OR FUTURE DATE (NO BACKDATING)

BILLING ADDRESS
IF DIFFERENT THAN THE SERVICE ADDRESS

ACCOUNT TYPE
RENTER OWNER PROP MGMT RESIDENT LANDLORD BUSINESS
SELECT ONE SELECT ONE

APPLICANT INFORMATION
ACCOUNT HOLDER NAME (LAST, FIRST & MI) OR BUSINESS NAME
PHONE NUMBER EMAIL ADDRESS
DRIVERS LICENSE NO STATE DATE OF BIRTH SSN OR BUSINESS TAX ID
EMPLOYER NAME | ADDRESS | PHONE NUMBER

ADDITIONAL AUTHORIZED PEOPLE PROVIDES INFORMATIONAL ACCOUNT INQUIRY ONLY - CHANGES CANNOT BE MADE TO ACCOUNT
NAME LAST 4 OF SSN NAME LAST 4 OF SSN

EMERGENCY CONTACT NOT LIVING AT SERVICE ADDRESS
NAME RELATIONSHIP
ADDRESS PHONE NUMBER

MEDICAL ALERT
IS AN ELECTRICAL LIFE SUSTAINING APPARATUS REQUIRED? Y N
IF YES, CUSTOMER IS REQUIRED TO HAVE A BATTERY BACKUP
INITIAL ACKNOWLEDGEMENT

UTILITY AGREEMENT ACKNOWLEDGEMENT
I understand that I am fully responsible for all costs associated with my utility service. I also understand that the City may initiate collection proceedings against me for any unpaid utility charges plus associated collection fees. I further understand that those charges may be recorded as a lien (or liens) on the owner's property.
My signature _____ certifies that the information I have provided on this application is true and correct and that I have read the back of this form and will comply with the ordinances, rules, and regulations of the City of Monmouth for utility services.
ACCOUNT HOLDER SIGNATURE DATE

OWNER | OWNER'S AGENT AGREEMENT
As the OWNER or OWNER'S AGENT of the property for which service is requested, I understand that I am fully responsible for all costs associated with this utility service. Furthermore, if the property is rented, I am responsible for any unpaid tenant utility bills and understand that the City may initiate collection proceedings against me (for my unpaid bills) and my tenant (for his/her unpaid bills) and lien the real property for ALL unpaid utility bills with added collection fees.
OWNER | OWNER'S AGENT SIGNATURE DATE

CITY USE
ACCOUNT TERMINATION POLK COUNTY VERIFIED
DATE INITIALS DATE INITIALS
9AD@M99 B+H5@G
\$15 ELECTRIC SETUP FEE \$160 ELECTRIC DEPOSIT (REFUNDABLE)
\$5 WATER SETUP FEE \$40 WATER DEPOSIT (REFUNDABLE)
TOTAL CHARGES

SEE BACK SIDE OF FORM FOR INFORMATION ABOUT YOUR UTILITY ACCOUNT

CITY USE
ACCT TYPE
RENTER | OWNER | LANDLORD
ACCOUNT HOLDER NAME
SERVICE NUMBER
DEPOSIT AMOUNT

IMPORTANT INFORMATION ABOUT YOUR UTILITY ACCOUNT

By Signing the Front of this Form, the Applicant Agrees to the Following Terms and Conditions:

Information, Terms and Conditions for All Services

- 1) Utility bills are mailed on the last day of the month and are due the 15th day of the following month. Reminder Notices are sent on the 16th of the month to accounts with balances owing. Accounts become delinquent on the 24th of the month and a late fee of \$15.00 is assessed. Delinquent accounts will also be sent a shutoff notice indicating when shutoff will occur if payment has not been received.
- 2) The account holder is responsible for all costs associated with utility service. Failure to pay will result in disconnection of service. Services included on the list of services to be disconnected for non-payment will be assessed an \$85 disconnect for non-payment fee. An account holder in delinquent status after service termination will be sent to Collections.
- 3) Deposits will remain on account until service completion of the account holder. Deposits will be applied to the final bill. A refund check, if applicable, will be made out to the account holder and sent to the requested forwarding address (or service address if none is given).
- 4) Owners who rent are responsible for any unpaid tenant utility bills. Owners will be notified after tenant collection attempts have failed. Any unpaid tenant utility billings and associated collection fees will be recorded as a lien against the property and the property owner. Utility service reverts to the owner when no tenants are signed up for service. Owner bills in delinquent status may prevent new renters from signing up for service.
- 5) Monmouth P&L does not guarantee uninterrupted power & is not responsible for damage caused by interrupted service.
- 6) Account holders will comply with all applicable ordinances of the City and all utility rules, regulation, & rate schedules as set forth by the City Council of Monmouth Oregon.

Information, Terms and Conditions for Water Services Outside the City Limits

- 7) Rates & fees for water service to properties outside the city limits may be different than rates & fees charged for water service within the city limits.
- 8) The parcel to be served with water under this account must be wholly within the urban growth boundary.
- 9) Water mains, water service lines, and water meters laid or installed outside the City limits must be installed to the City's specifications, at the account holders expense for all labor and materials.
The account holder shall further properly install and thereafter maintain, at the account holder's expense, an approved backflow prevention device immediately downstream of the water meter.
- 10) All outside City water service shall be held at all times liable to disconnection in the event of a shortage of water supply within the City. Pressure and other conditions, shall be at the risk of the account holder without guarantee of any kind by the City.
- 11) Prior to the provision of service, all owners of the property to be served water outside the city must sign an Outside City Provision of Service and Consent to Annexation on a form provided by the City.
- 12) If water service to the account holder's property requires a private easement(s) for the account holder's service line, account holder must secure all easements prior to the provision of service.