



UTILITY SERVICE ACCOUNT UPDATE

SECTION 1: PROPERTY INFORMATION

Property Address: _____, Finlayson MN 55735

Property Type:

- Residential (single family home, townhome or condo w/ individual meter)
- Commercial (business, office, retail store, restaurant, or similar)
- Multi-Unit / Apartment (rental, duplex, or complex with shared or individual meters)
- Industrial (manufacturing, warehouse, or large-scale facility)
- Public / Government (municipal buildings, schools, or public facilities)

Municipal Utility Service Requested: Water Access Connection Sewer Access Connection

Primary Source of Heat: Fuel Oil Electric Propane Wood boiler Other: _____

SECTION 2: CUSTOMER INFORMATION

Customer Last Name: _____ First Name: _____

Email: _____ Phone: _____

Customer Last Name: _____ First Name: _____

Email: _____ Phone: _____

Mailing Address (if different): _____

Ownership Status: Owner Renter: Term from _____ to _____

Landlord / Property Owner Name & Phone: _____

Billing Method: Email (preferred) Mail (maybe subject to additional fee per City Ordinance)

Would you like to receive email alerts from the City of Finlayson? Yes No

Is there a dog on the property? (To notify meter reader) Yes No

SECTION 3: EXISTING ACCOUNT CHANGE DETAILS (IF APPLICABLE)

Effective Date of Change: _____

Reason for change:

SECTION 4: ACCOUNT TERMINATION DETAILS (IF APPLICABLE)

Effective Date of Termination (date utilities should be turned off): _____



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Reason for Termination:

- Property Sold – Closing Date: _____
- Property Is Vacant – Effective Date: _____
- Other: _____

Final Bill Forwarding Address: _____

SECTION 5: AUTHORIZATION

I, the undersigned, request water/sewer service from the City of Finlayson at the above service address. I agree to abide by all applicable city ordinances and policies regarding utility service. I acknowledge that I am responsible for payment of all water and sewer charges associated with this account. I understand that failure to pay may result in disconnection of service and additional fees. I acknowledge the city’s policies regarding late payments, service disconnection, and reconnection fees.

I understand that the water & sewer charges are billed the first week of the month and payment is due upon receipt, but no later than the twentieth (20th) of every month. Any account not paid by the 20th will become overdue and subject to a finance charge. Payment greater than 30 days past due may be subject to disconnection. If disconnected, a reconnect fee will be charged to the past due account. The account, late fee and reconnect fee must be paid in full before water service can be restored.

Payments can be made at City Hall during regular business hours; dropped in the night deposit box on the north side of City Hall; mailed to the City of Finlayson PO Box 244, Finlayson, MN 55735, or made online at www.webfeepay.com. It is the resident’s responsibility to make sure that the payment has gotten into the possession of the City by due date.

Signature: _____ Date: _____

SECTION 6: OFFICE USE ONLY

NEW ACCOUNTS:

Meter Issued to:	Date Issued:
Initial Meter Reading:	Meter Location:
Meter type/model/size:	Meter Serial #:
Shut-off Valve Location:	Sewer Cleanout Location:
Rate Classification: <input type="checkbox"/> I – Residential <input type="checkbox"/> II – Agricultural <input type="checkbox"/> III – Commercial <input type="checkbox"/> IV - Industrial	

EXISTING / CLOSING ACCOUNTS:

Meter condition (working, notable concerns, etc.):	
Final Meter Reading:	Date Verified:
Date Water Disconnected:	Date Sewer Disconnected:
Address Historically Runs Winter Water:	