

# Watertown Municipal Utilities Department

901 4TH AVE SW  
Watertown, SD 57201-4107  
(605)882-6233

## APPLICATION AND AGREEMENT FOR RESIDENTIAL/COMMERCIAL UTILITY SERVICE

Name: \_\_\_\_\_ Desired Connection Date: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Mail Bills To: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Previous Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Own/Rent: \_\_\_\_\_ Landlord: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Employer: \_\_\_\_\_  
Work #: \_\_\_\_\_ Have you been on our utilities before? \_\_\_\_\_  
Cell #: \_\_\_\_\_ SSN/FIN \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Contact Person for Business: \_\_\_\_\_

### IMPORTANT THINGS YOU SHOULD KNOW:

1. Bills are mailed at the end of the month and **ARE DUE BY THE 10<sup>TH</sup> OF THE FOLLOWING MONTH.**
2. Call the office if you do not receive your bill.
3. Bills not paid by the due date will be charged a **5% late charge.** A disconnection notice will be mailed out to you. If payment is not received prior to the date indicated on the disconnection notice, your service will be disconnected until payment is made. You will also be charged a delinquent service fee.
4. Deposits will be applied to your account after one year of good credit. (12 consecutive payments made on or before the due date and no returned checks.)
5. If you move:
  - a. Call the office at (605) 882-6233. You are responsible for utilities left on in your home.
  - b. We cannot take move in/move out order from someone other than you.
  - c. If your deposit has not been refunded, it will be applied to your final bill.
  - d. If the final bill is not paid, the account will be sent to collections after the 90 day notice has been sent.
6. If you want your utility information available to others, you must sign a third party or call the office.
7. Unpaid commercial accounts may be transferred to individual accounts, according to 47.1 of the General Policy.
8. Deposits will not be transferred to another customer.
9. We only put utility accounts in one individual's name.

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-signer's Signature (Guardian)

\_\_\_\_\_  
Date

Co-signer's Name: \_\_\_\_\_

### Office Use Only

Account #: \_\_\_\_\_ Personal ID (driver's license, picture ID): \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_