



Water & Sewer Utility Form

City of Clarkfield
 812 10th Avenue, Suite 1
 Post Office Box 278
 Clarkfield, Minnesota 56223
 Phone | 320.669.4435
 Fax | 320.669.4815
 Email | info@clarkfield.org

FOR OFFICE USE ONLY

Application Rec'd: _____
 Banyon Updated: _____
 Sent to Pub Works: _____
 Rec'd By: _____
 Meter ID: _____
 Parcel #: _____

PROPERTY OWNER INFORMATION

Please Select:	<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> Rental Property	<input type="checkbox"/> Snow Bird	<input type="checkbox"/> Other
	<input type="checkbox"/> Foreclosure	<input type="checkbox"/> Commercial Property	<input type="checkbox"/> Sold Property	

Property Owner's Name: _____

Property Address: _____

Phone: _____	Email: _____	Fax: _____
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Billing Name (if Different from Owner): _____

Billing Address (if Different from Owner): _____

Phone: _____	Email: _____	Fax: _____
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REASON FOR SERVICE REQUEST (\$25.00 CHARGE MAY BE ASSESSED FOR SERVICE):

<input type="checkbox"/> New Owner/Occupant Date: _____ <input type="checkbox"/> New Connection (\$25.00) <input type="checkbox"/> Reconnection Services (\$25.00) <input type="checkbox"/> New Meter Installation <input type="checkbox"/> Maintenance/Repair (\$15.00) Disconnect Date: _____ Reconnect Date: _____	<input type="checkbox"/> Final Read : _____ Date of Final Read: _____ <input type="checkbox"/> Disconnect Services <input type="checkbox"/> Snow Bird (\$15.00) Departure Date: _____ Return Date: _____
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NEW OWNERSHIP INFORMATION (IF APPLICABLE):

Property Owner's Name: _____

Property Address: _____

Phone: _____	Email: _____	Fax: _____
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DISCLAIMER: The City of Clarkfield is not responsible for the winterization of the property stated above. I understand that if my service line is unable to be shut-off at the curb stop, I will be charged the base fees along with any and all usage fees. All accounts that are more than 30 days past due as of October 31 of each year, may, upon authorization by the Clarkfield City Council, be certified by the Clerk of the City of Clarkfield to the Yellow Medicine County Property & Public Services Department and extended on the property tax rolls against such property in the same manner as other taxes, and collected by the County Treasurer payable to the City of Clarkfield along with other taxes. Unpaid charges shall not be certified to the County until notice has been given and an opportunity for a hearing has been provided to the property owner. All utility bills are due to the City on the 25th of each month unless noted otherwise on the utility bill. Accounts that are past due are subject to a 10% late fee and may be subject to disconnection. For service to be reconnected, a reconnection fee will be required.

Property Owner Signature	Date
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