



**City of Madelia**  
**Utility Service Application**

18 Drew Ave NE  
PO Box 158  
Madelia, MN 56062  
507-642-3245

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Address: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address, if different from service address: \_\_\_\_\_

Service Start Date, (move-in date): \_\_\_\_\_

Complete if rental property:

Property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

***Note: Owner is responsible for notice of change of tenant to include new information and the completing of the application by tenant. Owner must sign application.***

GENERAL INFORMATION

A \$100.00 water meter deposit is due upon application for services for all applications. This deposit will be returned upon completion of paying your bill on time for a period of one year. If you miss more than once that deposit will not be returned until the date of move-out.

Please include a copy of your driver's license with your completed application.

When **moving out**, a final date along with a forwarding address must be provided to the City at least 14 days prior so a meter read-out can be ordered for the move-out date.

Bills are sent out on a monthly basis. Payments are due on the 18<sup>th</sup> of every month by 5:00 p.m. If payments are not received by the due date (18<sup>th</sup> of month), a 10% penalty will be charged to the account.

The City of Madelia will give notice to discontinue water service to accounts remaining delinquent after the due date. Discontinuance of water service shall be carried out under the provisions of the City Ordinance. You will be charged a \$50.00 shut off fee if your delinquent utility account is turned off by the City's Water Department.

An amount due for water charges may be certified to the county auditor for collection with real estate taxes in the following year in accordance with MN Statutes 444.075. This certification will be made regardless of who applied for water services, whether owner, tenant, or other person, these charges are filed against the property.

\_\_\_\_\_  
Signature (applicant)

\_\_\_\_\_  
Signature (owner, if rental property)

**City of Madelia**  
18 Drew Ave NE, PO Box 158, Madelia, MN 56062  
Application for Service

Type of service requested:

\_\_\_\_\_ Water      \_\_\_\_\_ Sewer      \_\_\_\_\_ Garbage      \_\_\_\_\_ X All Services

***For office use only:***

Account # \_\_\_\_\_

Deposit Paid (\$100.00) \_\_\_\_\_ Cash      \_\_\_\_\_ Check      \_\_\_\_\_ Credit Card

Date Paid \_\_\_\_\_

☐ Picture ID – required (In compliance with the Red Flag Rule)

Discrimination is prohibited by Federal Law.  
Complaints of discrimination should be sent to:  
USDA, Director, Office of Civil Rights, Washington DC 20250-9410

**This City is an equal opportunity provider**