

**UTILITY SERVICE REQUEST  
CITY OF HOFFMAN  
PO BOX 227  
HOFFMAN, MN 56339  
320-986-2448  
hoffmn@runestone.net**

**Utilities are billed on the 20th of month and due on the 15<sup>th</sup>.**

It is hereby understood by applicant that water and sewer is billed monthly and payment must be received in City Clerk's office prior to noon on the 15<sup>th</sup> of every month to avoid any late charges. It is also understood by the applicant that if the account becomes past due, the City will give you 20 more days to pay or by the 10<sup>th</sup> of the following month to pay or the water service shall be shut off. The applicant will be required to pay the account in full, plus a \$50.00 disconnection/connection fee for service to be restored. While service is turned off the resident will still incur the water base rate charge of \$40, the sewer base rate charge of \$40, garbage service charges of \$12.80 and up, storm sewer fund charge of \$1.40 and the contingency fund charge of \$2.

This application and a \$100.00 deposit is to be paid on or before the date that the applicant takes possession of the property. If the account is kept current during the first twelve months the deposit will be refund with interest.

Name \_\_\_\_\_ Acct# \_\_\_\_\_  
Address for Service \_\_\_\_\_ Heat Source \_\_\_\_\_  
Mailing Address \_\_\_\_\_ email \_\_\_\_\_  
Phone/Cell Number \_\_\_\_\_  
Date Moved In: \_\_\_\_\_  
Utility Deposit \$100.00 Date Paid \_\_\_\_\_  
Verify identification of Customers: \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Please provide the following information so that the City of Hoffman will be in compliance with Title VI of the Civil Rights Act of 1964.

The information regarding race, color, or national origin designation is required in order to assure the Federal Government, that the City of Hoffman complies with Federal Laws prohibiting discrimination on the basis of race, color, or national origin. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your request for services or to discriminate against you in any way. However, if you chose not to furnish this information, we are required to note your race/color/national origin on the basis of visual observation or surname.

Please check the appropriate information below:

<b>RACIAL CATEGORIES</b>	<b>ETHNIC CATEGORIES</b>
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Asian	<input type="checkbox"/> Not Hispanic or Latino
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> White	

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D>C> 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal Opportunity provider and employer.

## **WATER, SEWER, GARBAGE RATES**

Water Base Rate	\$40.00
Water	\$ 5.00 per thousand gallons
Sewer Base Rate	\$40.00
Sewer	\$ 5.00 per thousand gallons
Contingency Fund	\$ 2.00
Storm Sewer Fund	\$ 1.40
Garbage	\$12.80 plus tax
Dumpster are billed according to size	

If the property is vacant the base rate still applies and the minimum fee of \$97.45 is billed monthly. (\$40 Sewer, \$40 Water, Small Garbage Rate, Storm Sewer Fund and Contingency Fund) Your minimum fee might be higher based on your garbage service.

The garbage service is picked up early on Wednesday mornings. Please have garbage ready for pick up at curb by 7:00 am.

The office hours are Monday to Friday from 8-12. There is a drop box for payments and correspondence near the front entrance of the Community Center which is checked daily.

If you have any questions please contact Janee Strunk at 320-986-2448.