

**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 \$35, the sewer base rate charge of \$50, garbage service charges of \$16.70 and up, storm sewer fund charge of \$2.80 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 refunded.

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	\$35.00
Water	\$ 7.25 per thousand gallons
Sewer Base Rate	\$50.00
Sewer	\$ 7.25 per thousand gallons
Contingency Fund	\$ 2.00
Storm Sewer Fund	\$ 2.80
Recycling Small	Starting at \$5.34
Garbage Small	Starting at \$10.35 plus tax

Dumpster are billed according to size

If the property is vacant or if the water is turned off the base rate still applies and the minimum fee of approximately \$106.50 is billed monthly. (\$50 Sewer, \$35 Water, Small Garbage/Recycling 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.

Curbside single sort recycling is picked up the first and third Wednesday of each month.

### **Office Hours**

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.

### **Online Bill Payment**

City of Hoffman has set up online bill payment for our utility bills. We can receive online payments at [www.ub-pay.com](http://www.ub-pay.com). To register you will need a copy of your bill. During registration, the first and last name will have to be entered exactly as it appears on the bill. Use Hoffman's municipal code of "HoffmanMN339".

Once registered you will be able to pay your bills from the convenience of your own home with an electronic check, credit or debit card and view or print up to a year's history of billing records and payments. Please note: There is a convenience fee of \$3.00 per \$100 paid. This is charged by the payment processor and is not collected by the City of Hoffman.

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