



UTILITY SERVICE FORM

The City of Spring Lake Park provides water and sewer services, along with other utility services for all properties in the City. This is a brief summary of the utility account fees.

Utility accounts include charges for water, a treatment plant fee, sewer, recycling, street lights (for the maintenance of community street lights,) a quarterly service/base fee, and a state water test fee. All water meters are equipped with radio receivers so meters can be electronically read from the street to record water use. Statements bill quarterly: Jan. 1, April 1, July 1 and Oct. 1. Payments are due on or before the 30th of the month in which they bill. You can register for an ebill or online delivery of your bill, and you'll receive notification from our software provider when your bill is ready for viewing. EPay, an electronic payment service is available for an additional convenience fee. We accept walk-in cash payments at City hall along with checks, money orders or credit cards. All credit card payments carry a convenience fee. Office hours are Mon. – Fri. 8:00 AM to 4:30 PM. We also have a payment box in the entry of city hall which is available 24 hours a day for checks or money orders. Note: Water meters read in 1,000 gallons. The City reads only the first four dials on the meter, from left to right. The City encourages all property owners monitor their water meter readings on a regular basis. So that we can establish or update our records accordingly, please complete the information below. If you have any questions, please contact the City.

Nancy Kelm, Utility Billing Clerk, nkelm@slpmn.org

UTILITY SERVICE FORM

Name of Property Owner: _____ Service Address: _____

Billing Address: (Only if different from service address) _____

Home/Cell Number: _____ Work Number: _____

Email Address: _____

Type of Building:

Single Family/Duplex: _____ Townhouse: _____ Apartment/# of Units: _____ Other: _____

Will this be your primary residence? _____ Rental property _____ Other _____

If this is a rental property, in Accordance to City Ordinance #367, all utility bills are to be in the name and address of the property owner and (or) the management company only. We do not bill tenants.

Signature

Date