



NORTH BRANCH SERVICE APPLICATION

We would like to welcome you as a customer of the City of North Branch!

The City of North Branch bills for water, sewer & storm sewer. To learn more about managing your account please visit our website at www.NBPUC.org. If you have any additional questions about the services we provide, please contact us, we look forward to serving you! We bill monthly, the due date is always the 22nd. Bills are mailed out on or after the 23rd each month and should be received near the end of the month. Emailed bills are recommended. Once you receive your first bill you can create your online account, set up automatic payments, and paperless billing at northbranch.enerlyte.com

Customer Type SELECT ONE: Residential ☐ Commercial ☐

Status SELECT ONE: Owner ☐ Rental ☐ (Please Complete Owner Authorization/page 4)

Application Date REQUIRED		Start Date REQUIRED	
Service Address REQUIRED			
Billing Address IF DIFFERENT THAN ABOVE			
Applicant Name REQUIRED		SSN/TIN REQUIRED	
Phone REQUIRED		Email REQUIRED	
Additional Contact Name		SSN/TIN REQUIRED	
Phone REQUIRED		Email REQUIRED	
Paperless Billing?		AutoPay?	
Renters Complete Below			
Owner/Property Manager Name			
Phone		Email	

Service Deposit Required: Residential \$50 Water ☐
 Commercial \$100 Water ☐
 Letter of credit ☐

Deposit paid _____ Date _____ Online/Check/Cash Received by _____

TENNESSEN WARNING – DATA PRIVACY ADVISORY

Minn. Stat. § 13 requires that you be informed of the following about private data requested on and collected from you by the City of North Branch. Private data is the information classified by law, which is available to you from the City of North Branch, but is not available to the public. The personal information the City of North Branch collects about you or your company is generally considered private.

Purpose Data is Requested: The City of North Branch is asking for this private information for the following purposes:

- To distinguish you from all other applicants for service and to identify you in our account files;
- To enable the City of North Branch to verify that you are the individual applying for service and to determine your credit status for receipt of service;
- To enable the City of North Branch to contact you if additional information is required, to send you appropriate notices, and/or to schedule service or maintenance calls.

Consequences: You are not legally required to provide the information the City of North Branch is requesting; however, if you do not, the City of North Branch will not be able to establish an account for you.

Authorized Access: The data obtained may be disclosed to elected and appointed officials and employees of the City of North Branch whose work assignments reasonably require access to the data (as well as law enforcement agencies with legal authority and persons/entities authorized by law or court order). Those people or entities that are authorized to access the requested data provided with respect to this warning under applicable law are listed below:

- You and persons who have your express, written consent;
- Officials and employees of the City of North Branch who have a need to know about the information in the course of their duties or responsibilities;
- A law enforcement agency that requests access to the data in connection with an investigation;
- A school for purposes of compiling pupil census data;
- The Metropolitan Council for use in studies or analyses required by law;
- A public child support authority for purposes of establishing or enforcing child support;
- A person where use of the data directly advances the general welfare, health, or safety of the public.

Unless otherwise authorized by State Statute or Federal Law, other government agencies using the private data must also treat it as private. You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act, which include:

- The right to see and obtain copies of the data maintained on you.
- The right to be told the contents and meaning of the data maintained on you.
- The right to contest the accuracy and completeness of the data maintained on you.

To exercise these rights, contact the City Clerk at the City of North Branch at 651-674-8113.

I declare that I have read and understand the information given above and my rights as a subject of government data under the Minnesota Government Data Practices Act.

Informed Consent to Release Private Data Maintained by the City of North Branch

You have asked the City of North Branch to release data that the City of North Branch keeps about you to the entities (including people, agencies, or organizations) included in this form. The data cannot be released without your consent. This form tells the City of North Branch what data you are asking the City of North Branch to release and what will happen if you give your consent. Because the City of North Branch does not have statutory authority to release the data, it must get your informed consent following an explanation of your rights before releasing the data. See Minn. Stat. § 13.05, subd. 4(d) and Minn. R. 1205.1400, subpart 4.

Explanation of Your Rights

- You have the right to choose the data the City of North Branch releases. This means you have the right to let the City of North Branch release all of the data, some of the data, or none of the data described on this form. The City of North Branch can release only the data you choose.

- You also have the right to let the City of North Branch release data to all, some, or none of the entities listed on this form. The City of North Branch can release data only to the entities you choose. In short, you have the right to choose which entities receive data from the City of North Branch and the specific data each entity receives.
- You have the right to ask the City of North Branch to explain the consequences for giving your permission to release the data.
- If you give the City of North Branch your consent, the City of North Branch can release the data until copies of the data are provided to the entities you specify. Once such data is provided to the entities, such informed consent shall terminate and be of no further effect.
- You have the right to stop your consent (withdraw, revoke, or take back your permission) any time before this release occurs. Withdrawing your consent will not affect the data that the City of North Branch has already released because the City of North Branch had already received your prior permission to release the data.
- If you want to stop or withdraw your consent, you must write to the City of North Branch, at the address written herein, and clearly state that you want to withdraw all or part of your consent.
- If you have a question about anything on this form or would like more explanation, please contact Utility Billing, by calling 651-674-7100, or by email at utilities@ci.north-branch.mn.us.

THIS IS A CONTRACT, PLEASE READ THE FOLLOWING: I hereby request the City of North Branch to furnish utility service to the above service address, and I agree to pay the costs of such services as the bills become due. I understand that a deposit is required to begin service. I understand that if I am not the property owner, this deposit will be held by the City of North Branch for the entire period I am a customer of the City of North Branch. If I cease being a customer and my bill is paid in full, any remaining deposit will be refunded to me.

I understand that utility payments shall be paid by the due date, or a penalty of 10% will be added to each month's unpaid balance. Failure to make monthly payments will result in my utility service being disconnected. If utility service is disconnected, the total amount due plus a reconnection fee will be required to resume service. A new or additional deposit may also be required.

I give my permission for the City of North Branch to release data about the utility bill, including my customer data, at property address above, to 1) the landlord and/or owner of record of the property address and 2) a title company or realtor that has made a written request for the data about the utility bill at the property address.

I understand that I have asked the City of North Branch to release the data and any statements based on the data.

I understand that although some of the data are classified as private at the City of North Branch, the classification/treatment of the data by the landlord/owner of record of the property address and/or a title company or realtor may not be the same and is dependent on laws or policies that apply to that person or entity.

Name (Printed)

____/____/_____
Date

Signature

Auto Pay

Auto pay is a way for our customers to save time and save themselves from getting late penalties on their accounts. You can create an account online at our website www.nbpuc.org by selecting the option to **PAY ONLINE**. From there you will be able to create an account, and pay your first bill. When you hit **PAY NOW** you will be brought to a screen where you enter your payment information and will have the option to set up auto pay. Once again, we urge you to set Auto Pay up so you are not late on any payments and will not get a late penalty.

Paperless Billing

Paperless billing is an easy convenient way to manage your account. This option is great because you will get your invoice much faster than you would when it comes from the postal service, up to 7 days earlier. This option also supports green initiatives by reducing paper and costs.

OWNER AUTHORIZATION

For Rentals: This form is required to be completed by the property owner/manager/landlord. Please submit completed with your application for service.

By state statute (MN Stats 116A.22; 279.01; & 444:075 subd 3[c]), and city ordinance code (Ord. No. 150-10, § 2, 4-12-2010), utility bills are attached to the property, not the occupant, in the same manner as real estate taxes.

City Ord: Section 575:01 "All accounts shall be carried in the name of the owner who personally, or by his/her authorized agent, applied for such service. The owner shall be liable for water and sewer services supplied to the property, whether he or she is occupying the property or not, and any unpaid charges shall be a lien upon the property."

I authorize the City of North Branch to send current and future utility bills to the relative homestead or managing company. I understand this will remain in effect until I notify the billing department in writing.

Owner Name	
Owner Mailing Address	
Owner Phone Number	
Owner Email	
Tenant Name	
Tenant Address	
Lease Start Date	

Privacy Policy

The Minnesota Data Privacy Act requires that we inform you of your rights about the private data we are requesting on this form. The following data contained on this form will be considered private data pursuant to M.S. 13.548: the name, address, telephone number, any other data that identifies the individual, and any data that describes the health or medical condition of the individual, family relationships, and living arrangements of an individual or which are opinions as to the makeup or behavior of an individual. We need this data to register you for a program and to contact you if necessary. the City of North Branch staff will have access to the data you provide to administer the program. You are not legally required to provide the data; however, refusing to supply the data may cause your registration to not be processed. Your acceptance here indicates you have read and understand these rights.

Authorization & Privacy Policy*

Owner Signature: _____ Date _____