



## APPLICATION FOR RESIDENTIAL UTILITY SERVICE

1 Morgan Drive ♦ Oberlin, KS 67749 ♦ Phone: 785-475-2217 ♦ Fax: 785-475-2925 ♦ Email: mketterl@oberlinkansas.gov

*Application requirements: 2 forms of identification and property lease agreement or proof of ownership*

Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ Gender: (  ) M or (  ) F

Service Address: \_\_\_\_\_ Service Request Date: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Previous Address: \_\_\_\_\_ Do you need to transfer services? Yes (  ) No (  )

Disconnect Date for services at previous address: \_\_\_\_\_ Previous Account Number: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License or ID #: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Employer's Name: \_\_\_\_\_

Employer's Address & Phone #: \_\_\_\_\_

**Co-Applicant Name:** \_\_\_\_\_ Gender: (  ) M or (  ) F

Relationship to Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License or ID #: \_\_\_\_\_ State: \_\_\_\_\_

Email Address: \_\_\_\_\_ Employer's Name: \_\_\_\_\_

Employer's Address & Phone #: \_\_\_\_\_

**Please list name(s) of all occupants who will reside in home:**

\_\_\_\_\_  
\_\_\_\_\_

Have you had services previously with The City of Oberlin? Yes (  ) No (  )

Do you rent (  ) or own (  ) Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Connection Questionnaire

Would you like your payments drafted from your Bank Account? Yes (  ) No (  )

\*\*Enrollment forms are available on our website at  
<http://oberlinkansas.gov/DocumentCenter/View/280>

Please note that transferring services will require setup of a new account to continue with automatic bank draft.

Do you have another person or agency you would like a copy of your statements mailed to? Yes (  ) No (  )

\_\_\_\_\_

Do you have dogs? If so, how many? \_\_\_\_\_ Yes (  ) No (  )

## Social Security Number Privacy Policy

### Protection of Information

The City of Oberlin recognizes the importance of maintaining the confidentiality of the social security number and shall protect this information at all times by storing it electronically. Access to this information shall be limited to City of Oberlin customer service employees only. This information shall be destroyed approximately four years after the customer terminates all services unless kept for collection purposes. This information may be provided to credit or collection agencies.

I acknowledge receipt of this privacy notice.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Co-Applicant Signature

\_\_\_\_\_

Date

## Utility Application Agreement

The Applicant(s), whose signature(s) appears below, applies to The City of Oberlin for some or all of the following services: Electric, Water, Sewer, Garbage and other services incident thereto, to be supplied at the address herein described, and upon request, at any other local address to which Applicant may move. The Applicant agrees to pay a \$25 connection fee for each electric and water connection. The Applicant agrees to pay for said services as bills are rendered therefore, in accordance with the rates, rules and regulations as provided in the City Ordinances as now existing or as may be enacted and in effect at the time of delivery, regardless of who the consumer might be. The Applicant further agrees to release and discharge said City of Oberlin from a liability for damages suffered (1) by reason of electric or water currently furnished to the premises, or (2) by reason of interruption, discontinuance or disconnection of service hereunder from any cause other than negligence by the City of Oberlin or (3) by reason of the condition, maintenance, location, or existence of any of the facilities, fixtures or systems located on or adjoining the property supplied and by which services are furnished and delivered. Service requests for disconnections will be processed within 48 hours. Applicant agrees to follow all current or as amended policies and procedures established in the Oberlin City Ordinances. Such policies and procedures can be found on the links provided here: [www.oberlinkansas.gov](http://www.oberlinkansas.gov).

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Applicant Signature

\_\_\_\_\_

Date