THE CITY OF
Atkins
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480 3rd Avenue, Suite #2, Atkins, IA 52206 • 319-446-7870
www.cityofatkins.org

APPLICATION FOR UTILITY SERVICE

Date Service Requested or Updated Information Provided: _____

Service Address _____ ☐ **Own** ☐ **Rent***

**Tenants that rent are required to submit a $150.00 deposit with completed Application (Per City Code 92.09)*

Name of Landlord _____ **Mailing Address** _____

Applicant One

Name _____ **Social Security No.** _____ **Date of Birth** _____

Mailing Address _____

Home or Cell Phone _____ **Email** _____

Current Employer _____ **Employer Phone** _____

Employer Address _____

Applicant Two – (provide additional applicant(s) information on back side)

Name _____ **Social Security No.** _____ **Date of Birth** _____

Home or Cell Phone _____ **Email** _____

Current Employer _____ **Employer Phone** _____

Employer Address _____

In case emergency services are required, and we are unable to contact you, please list a friend or relative we may contact.

Name _____ **Relation** _____ **Phone** _____

Applicant(s) agree to pay for all utility services provided by the City of Atkins and billed on the Combined Utility Service bill. Should applicant(s) fail to pay bill when due, applicant(s) understand services shall be discontinued until account is paid in full. Should applicant(s) leave an outstanding balance without prior notification to the City of Atkins, or should service be disconnected for non-payment, the City will apply deposit (if required) to the outstanding account balance, and balance, if any, will be forwarded to last known address. Applicant(s) further understand that the City of Atkins will utilize any and all means available to collect any unpaid balance, including but not limited to the Iowa Setoff Program. In the case of disconnection of service, it is understood that applicant(s) shall make full payment of any past due or outstanding account balance including disconnection and service charges prior to requesting service at any location within the Atkins service area. In the event service location is being rented, applicant(s)' landlord may request information or be notified of the status of account. It is the responsibility of the applicant(s) to notify the City of Atkins with any change to the above listed information, such as mailing address and phone numbers.

SEE PRIVACY POLICY ON BACK

_____ _____ _____ _____

Signature – Applicant One **Date** **Signature – Applicant Two** **Date**

FOR OFFICE USE ONLY:

Application Received By: _____ **Deposit Amount $** _____ **Deposit Received By:** _____

Deposit: $ _____ **Applied to Final Bill** _____ **AND/OR $** _____ **Refunded** _____ **CK#** _____

Date **Date**

Additional Applicants:

Name _____ **Social Security No.** _____ **Date of Birth** _____

Home or Cell Phone _____ **Email** _____

Current Employer _____ **Employer Phone** _____

Employer Address _____

_____ _____

Signature **Date**

Name _____ **Social Security No.** _____ **Date of Birth** _____

Home or Cell Phone _____ **Email** _____

Current Employer _____ **Employer Phone** _____

Employer Address _____

_____ _____

Signature **Date**

PRIVACY POLICY

This policy is applicable to customers of the Atkins Municipal Utility System. Atkins collects personal information from customers for the purpose and to the extent necessary to enable the provision of municipal services and to secure payment for services. The collection of personally identifiable customer information shall be limited to name, social security number, service address, billing address, personal telephone numbers, business telephone numbers, emergency contact information, employer, Atkins utility account number, bank account number, credit card number, installation information, billings, payments, deposits, complaints, service records and equipment records. Atkins shall take reasonable precautions to prevent unauthorized access to this information. Personal information collected will be maintained as long as it is needed to serve the purpose for which it was collected. Generally, customer records will be maintained for no more than five (5) years after municipal services are discontinued.

Except as described in this policy, the disclosure of personally identifiable customer information to a third party shall only occur if the customer provides written or electronic consent in advance.

Information may be provided to contractors acting on behalf of Atkins for the purpose of installing or repairing services.

Information may be released to collection services if required to collect past-due bills. Atkins may be required to disclose information or provide documents, including e-mails or other documents subscribers have stored on the City network, in order to comply with a request from a law enforcement agency or court order. The disclosure of information shall be limited to the information specifically required or requested.

By providing adequate personal identification, a customer may review his/her account information and inspect personally identifiable customer information during regular office hours. Customers shall have the right to correct any inaccurate information in the account records.