

Hibbing Public Utilities
Policy Number: CUST037applicservice
Date: October 13, 2015

Subject: APPLICATION FOR SERVICE

Application must be made for electric, water, steam, or gas utility services. Applicants must come in person to the HPUC Administration Building to apply for service. Applications will not be accepted over the telephone.

Procedure:

- 1) An *Application for Service* form is completed and signed by the applicant.
- 2) A picture ID is required of every applicant. HPUC office staff verifies the ID.
- 3) Proof of ownership is required for home owners by providing purchase agreement or closing papers.
- 4) A customer will be required to provide a copy of their lease agreement if the landlord provides it.
- 5) HPUC office staff does a credit check based on the applicant's name or social security number (provided voluntarily).
- 6) An applicant must pay past due amounts owed to the HPUC before a new account can be opened.
- 7) Meter Deposits – see Meter Deposit policy (CUST010)

October 13, 2015
Adopted by Commission Action