



## CLEAR HILLS COUNTY

# UTILITY ACCOUNT ACTIVATION MEMO

ATTENTION: Utility Applicant

**SUBJECT: UTILITY APPLICATION – SET UP PROCEDURES**

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Below are the procedures required to set up a residential utility account with Clear Hills County:

Please fill out the application form attached. An **original signature** is required to be on file in the office. If the property is being rented, the legal landowner will need to fill out and sign the waiver attached. Please use postal mail to send back if necessary or have the document dropped off or signed in the office. Applications that have been emailed or faxed will not be accepted.

Once the application and all necessary documents are filled out completely and submitted, we can set up the account. When activating or reactivating an account, a service charge of \$45.00 will be applied to your first bill. A remote meter will need to be installed at a non-refundable fee of \$335.00 for monthly usage readings. If you are taking over an account that has already been activated you will be charged a transfer fee of \$25.00. All necessary fees will be applied to your first bill.

The County sends out monthly bills during the first week of the month. Your account must be paid by the 27<sup>th</sup> of each month. Penalties are applied to accounts with overdue amounts each billing period. Please keep your account payments up to date to prevent penalties from being applied.

Preauthorized payment plans are available. The plan will automatically withdraw the account balance on the 25<sup>th</sup> of each month. If interested please contact me for more information. My contact information is below.

Best Regards,

**Kelsey Lund**  
Utilities Clerk