



Brainerd Public Utilities (BPU)  
 8027 Highland Scenic Road  
 PO Box 373  
 Brainerd, MN 56401  
 218-829-8726—PHONE  
 218-829-4703—FAX

\*\*\* FOR OFFICE USE ONLY \*\*\*

Date Received \_\_\_/\_\_\_/20 Received By \_\_\_\_\_ Service Order Created \_\_\_\_\_  
 App Info Entered \_\_\_\_\_ Disconnect S/O for old address \_\_\_\_\_  
 Letter of Credit Received: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Scanned \_\_\_\_\_

**UTILITY BILLING APPLICATION  
 COMMERCIAL**

**Please Print Clearly**

Today's Date \_\_\_/\_\_\_/ **20**\_\_\_

Date to Begin New Service \_\_\_/\_\_\_/ **20**\_\_\_

Service Address \_\_\_\_\_ Brd, MN 56401 Suite # \_\_\_\_\_

New Owner \_\_\_\_\_ Renting \_\_\_\_\_

If renting:

Landlord's name: \_\_\_\_\_ Landlord's Telephone # (\_\_\_\_) \_\_\_\_\_

Business Name \_\_\_\_\_

Federal Id # \_\_\_\_\_ Type of business \_\_\_\_\_

Owner Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Social Security # \_\_\_\_\_ Email \_\_\_\_\_

Business Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

SALES TAX EXEMPT Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Please provide Certificate of Exemption

Has the above business had service with BPU in the last 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, at what address \_\_\_\_\_

Do you need the services terminated at this address? Yes \_\_\_\_\_ No \_\_\_\_\_

Date to terminate services at current address: \_\_\_/\_\_\_/20\_\_\_

**BILLING INFORMATION**

Billing Party \_\_\_\_\_ Phone # \_\_\_\_\_

Billing Address \_\_\_\_\_

Contact Last name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Bill Delivery Options: Mail \_\_\_ Email \_\_\_ Email Address \_\_\_\_\_ Both \_\_\_

**SECURITY DEPOSIT**

Brainerd Public Utilities requires a security deposit for service. The required deposit will amount to the highest monthly bill charged in the previous 12 months. The **minimum** deposit is **\$100**. All deposits earn an interest rate that is set by MN Statute 325E.02(b). **Deposits are applied to the account after 12 consecutive months of on-time payments.** If a customer owes BPU a bad debt from a previous address, both the bad debt and the deposit have to be paid before a utility account will be established. When the account is closed, any remaining credit will be returned in the form of a refund check.

**To waive the security deposit, a utility credit reference needs to be filled out and returned to our office within 10 days.**

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**DATA PRIVACY ADVISORY**

In accordance with the Minnesota Government Data Practices Act, Brainerd Public Utilities (BPU) is required to inform you that the personal information we collect about you is private and not available to the public. We ask this information for the following reasons:

- To distinguish you from all other applicants for service and to identify you in our account files;
- To enable us to verify that you are the individual making application and to determine your credit status for receipt of services;
- To enable us to contact you if additional information is required, to send you appropriate notices, and/or to schedule service or maintenance calls.
- To enable us to collect monies due and owing from you to BPU for services and equipment provided.

Refusal to supply the requested information may result in your application for services being denied. The information you provide to us will not only be used within BPU, but may also be provided to credit or collection agencies to determine your credit rating or to assist in collecting on your account for services should it become delinquent. The collected information may also be provided to law enforcement personnel if requested by them. In accordance with MN Statutes Sections 13.03 and 13.04, I acknowledge by signing this application form that I have been informed of and understand my rights under the MN Government Data Practices Act and hereby consent to the release of the above information for those purposes as stated herein.

I hereby certify the information given on this application is true and correct. I authorize BPU to verify this information and retain the application whether or not it is approved. I agree that if any of the information is false or altered, BPU has the right to disconnect my utility service without any further notice. I further authorize BPU to receive and retain credit information that I have provided on the utility credit reference.

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Applicant Signature

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Co-Applicant Signature

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**PLEASE RETURN TO BRAINERD PUBLIC UTILITIES:**

**1. SIGNED APPLICATION**