

SECTION I

RULES OF SERVICE

1.1 ESTABLISHING SERVICE:

A) Application for service from Sauk Centre Public Utilities Commission, which will be referred to as SCPUC throughout this document, will be made in person or by representative. Application shall include the applicant's name, new service address, mailing address (if different from service address), social security number, and phone number where they may be reached for further information.

B) New services will be connected and/or meters read or installed only during normal working hours, Monday through Friday, with a minimum of one (1) working day notice required. A charge will be made for requests for any services connected or meters read or installed outside normal working hours.

C) Electric service will be reconnected to a home when the home is occupied. If the connection can be made by the occupant than that should apply. This process is as follows: Pushing the button on the face of the meter that is outside.

1.2 ADVANCE PAYMENT POLICY:

A) A new customer of the SCPUC is required to fill out an Electric Service and Credit Application form.

1. If the residential customer refuses (or doesn't have) a social security number to give the SCPUC then a **triple** advanced payment will be required. The utility will retain the deposit until the customer terminates service with the SCPUC.

B) An advanced payment shall be required by all customers, unless the residential customer supplies SCPUC with a letter of good credit from their former utility, then no advanced payment is required.

C) The SCPUC shall set the advanced payment requirements for their customers. Advanced payment amounts may be based on the type of services provided (electric, water, wastewater, etc).

D) When a customer has established a satisfactory credit rating of twelve (12) consecutive months of prompt payments, the advance payment will be refunded.

E) Double advance payments may be required of existing customers if one of the following conditions exists:

1. Account is delinquent (30 days overdue).
2. Account has been disconnected for nonpayment.
3. In an unauthorized manner, the customer has interfered with or directed the service of the utility.
4. Customer has declared bankruptcy.

F) Refusal or failure by a customer to satisfy the advance payments requirements within 15 days of first notification shall result in discontinuance of service until the advance payments requirements have been satisfied.

G) Upon termination of service, any unpaid balance due to SCPUC will be deducted from the amount of the customer's advance payment and the balance, if any, will be refunded.

H) All residential light customers that have established twelve (12) months of good credit payments are not required to pay another or additional advance payment if they are changing locations within our system. Any additional properties including rental properties are subject to paying an advanced payment.

I) A customer who has left our service area with an outstanding final bill of over 60 days has, in the opinion of the Sauk Centre Public Utilities Commission, established a bad credit rating. If that customer returns to our service area, they will be required to pay the outstanding bill plus a double advance payment.

J) All commercial and industrial customers will be required to pay an advanced payment. This advanced payment is based on the highest bill from past history. The Sauk Centre Public Utilities Commission is a business that is owned by the public. For this reason, we work towards recovering any unpaid balances. Therefore; the utility wants the right to ask the business owner to provide their personal social security number to use towards collection of any unpaid balance on the business account. If a social security number is not provided by the business owner, the advanced payment fee will be based on the highest billings for a two-month period.

Advance payment will be refunded after the customer has established twelve (12) consecutive months of good credit payments. If the services are terminated then any unpaid balance due to the SCPUC will be deducted from the amount of the customer's advance payment and the balance, if any, will be refunded.

K) Conditions under which advance payment will not be refunded:

1. Delinquent bills
2. Expenses of collection
3. Bad check charges
4. Court Costs
5. Damage to equipment
6. Legal expenses
7. Meter disconnect/re-disconnect charges

1.3 ADVANCED PAYMENTS REQUIRED:

Amount of the advanced payments are identified in the rate schedule.

1.4 EASEMENTS:

Prior to the installation of said system, developer shall, at no cost or expense to SCPUC, grant such easement rights as SCPUC may require for the installation, operation, and maintenance of said system, will provide permanent access to said system and does hereby grant SCPUC the right to install, operate and maintain said system on the above described real estate.