



# Coggon Municipal Light Plant

131 W Main St. PO Box 80  
Coggon, IA 52218

319-435-2436 office  
mklima@coggonlight.com

## Application for Electrical Service

*Application requirements: Photo ID for each adult residing in the home & a deposit not to exceed the highest billing for one month of service over the previous 12-month period.*

Date \_\_\_\_\_ Service Request Date: \_\_\_\_\_ New Construction?  Yes  No

Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_

Service Address: \_\_\_\_\_ Own  Rent

Mailing Address: \_\_\_\_\_ Have you had CMLP service in the past?  Yes  No

Email: \_\_\_\_\_ Co-Applicant Email: \_\_\_\_\_

Applicant Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Co-Applicant Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Driver's License or ID#: \_\_\_\_\_ Co-Applicant DL or ID #: \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Co-Applicant Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant Phone # \_\_\_\_\_ Co-Applicant Phone # \_\_\_\_\_

Employer: \_\_\_\_\_ Co-App Employer: \_\_\_\_\_

Work #: \_\_\_\_\_ Co-App Work #: \_\_\_\_\_

I hereby apply for municipal service(s) to be delivered at the service listed above pursuant to conditions of the utilities rules.

(This section to be filled out by a CMLP Employee Only)

Residential Service  Commercial Service

Account Number \_\_\_\_\_ Move in Read \_\_\_\_\_

Deposit Record \_\_\_\_\_ Move out Read \_\_\_\_\_

If the deposit is paid by someone other than the resident, their name and address is required.  
When terms have been met, the deposit will be returned to them rather than the resident.

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Customer Name

Method of Payment	Date	Balance	Amount

**Board of Trustees:**  
Vaughn McClelland, Treasurer  
Mackenzie Cooper, Trustee

Steve Hart, Chairperson  
Michelle Manternach, Secretary  
Charles Moore, Trustee



# Coggon Municipal Light Plant

131 W Main St. PO Box 80  
Coggon, IA 52218  
319-435-2436 office  
mklima@coggonlight.com

## Policies for New Customers

Office Hours: Monday - Friday 7:30pm – 4:00pm Lobby Open Monday, Wednesday & Thursday CMLP has a \$25.00 fee on all returned checks.

1. You must provide the Utility with a valid mailing address, phone number and photo identification.
2. The total deposit of any residential or commercial customer for a place which has previously received service shall not be greater than the highest billing of service for one month for the place in the previous 12- month period. A deposit shall be refunded after 12 consecutive months of prompt payment (which may be 11 timely payments and one automatic forgiveness of late payment). For refund purposes the account shall be reviewed for each 12-month interval terminating on the anniversary of the deposit. Deposits may be retained by the utility until final billing. Upon termination of service, the deposit less any unpaid utility bill of the customer shall be reimbursed to the person who made the deposit.  
Deposit for commercial service will be based on the highest usage for the previous year or an average from the previous 12 months providing the business has been open.  
It is very important that we have a forwarding address for the final bill. Should your account be turned over for collection, all attorney fees and/or cost of collections will be the responsibility of the customer. Unpaid balances will also be submitted to the State of Iowa Offset Program for collection.
3. Meters are read on the 1st day of every month or the last day of the preceding month, depending on weekends and holidays, as well as inclement weather. The bill will be mailed out to the customers on or before the 10th day of every month. Bills are due the 15th of every month but will not receive penalty until the 29th of every month.
4. Payments can be mailed to or dropped off at the Light Plant during office hours or for your convenience you may drop it off in the black drop box located next to the front door of the Light Plant. Always remember to submit your payment with the payment stub.
5. An online Payment Portal is available at <https://payacp.com/> accepting Visa, Master Card, American Express & Discover card payments, text and pay or automatic withdrawal for a small fee. Automatic withdrawal from your banking institution is also available directly through the CMLP office, for no charge. A form is available in the office.
6. Delinquent accounts will be charged a 10% penalty. If the account remains delinquent after 12 days and CMLP posts a 24 notice of disconnection on the customer's door, a \$25.00 posting fee will be charged. IF YOUR SERVICE IS DISCONNECTED, the fee for reconnection is \$75 during business hours and \$115.00 after hours. The reconnection fee as well as the delinquent payment must be paid in full before reconnection will occur.
7. Reminder: It is the LAW, if you are planning on digging in your yard – Call IOWA ONE CALL (811) at least 48 hours prior to digging for your safety and the safety of others. You are responsible for any lines or pedestals you may disrupt or damage.
8. If you are working on your home or business and the service box or meter needs to be moved or pulled, you must call CMLP at least 48 hours prior to work being done (not including weekends or holidays.) This must be arranged to be done during regular business hours. There is an enforceable fine of \$100 if the CMLP seal is tampered with.
9. Should you have any questions, please feel free to contact us during business hours or leave a message and we will get back to you as soon as possible.

---

Date

---

Applicant Signature

**Board of Trustees:**

Vaughn McClelland, Treasurer  
Mackenzie Cooper, Trustee

Steve Hart, Chairperson  
Michelle Manternach, Secretary  
Charles Moore, Trustee