



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 utility's 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 _____

Method of Payment	Date	Balance	Amount

Should you have any questions, feel free to call during business hours or leave a message for a return call.

Board of Trustees:

Vaughn McClelland, Treasurer

Mackenzie Cooper, Trustee

Steve Hart, Chairperson

Michelle Manternach, Secretary

Charles Moore, Trustee

Customer Name



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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 past due 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 especially 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 on 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 1.5% 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 to dig 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. When electric service is opened in two individual names, both individuals are jointly responsible for all charges on the account until a formal change is made. If one individual moves out **both account holders must contact CMLP** to: - Confirm which individual will remain responsible for the account, and - Provide the effective date of the change. If both individuals do not contact CMLP to authorize the change, the service will remain in both names and both individuals will continue to be jointly responsible for all charges. Upon receiving confirmation from both parties, CMLP will update the account.

Date

Applicant Signature

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