

## CITY OF KINSLEY APPLICATION FOR UTILITY SERVICE

Please provide the City of Kinsley with the following information. If you have any questions about the information requested, please ask one of the Clerks for help. Thank you for your kindness and cooperation.

YOUR NAME	
MAILING ADDRESS	
PROPERTY ADDRESS	
SOCIAL SECURITY NUMBER	
HOME PHONE NO.	
WORK PHONE NO.	
SPOUSE OR OTHER PERSON RESPONSIBLE FOR PAYING FOR THIS UTILITY SERVICE	NAME: _____ SS#: _____
DO YOU RENT OR DO YOU OWN THE PREMISES TO RECEIVE SERVICES?	CIRCLE ONE:    RENT    OWN

If you are renting/leasing the premises to receive service, please state the name of your landlord, and his/her address: \_\_\_\_\_

Please state the DATE & TIME when you want the utility services to begin at the premises to receive services: \_\_\_\_\_

MUST BE 18 YEARS OLD. PLEASE HAVE CURRENT DRIVERS LICENSE.

\_\_\_\_\_  
Signature

FOR OFFICE USE ONLY

AMOUNT PAID	
RECEIPT NO.	
BY	

*Register to Vote*

**BILLING POLICY  
CITY OF KINSLEY  
WATER / SEWER / SANITATION UTILITIES  
659-3611**

1. Bills will be mailed on or about the end of the month of the 30-day usage ending on the 15<sup>th</sup> of the same month.
2. A penalty in the amount of ten (10%) percent shall be applied on or about the 16<sup>th</sup> day of the month. A notice that this penalty has been applied will be mailed on or about the 16<sup>th</sup> of the month.
3. Service on all delinquent accounts will be terminated on the 10<sup>th</sup> day after penalty notice is sent on the 16<sup>th</sup> day of the month.
4. Written requests to appeal any billing or notice of termination shall be accepted until the third day prior to the date of termination.
5. If a request is made by the customer on or before the date of termination for an extension, the City Manager may grant an extension not to exceed ten days, contingent upon the customer's assurance that the delinquent amount and any amount for which a billing will be received for the next month, will be paid in full at the same time.
6. A fee of \$10.00 will be charged for each time a utility service is turned on or turned off during normal working hours. A fee of \$20 will be charged for the same service if it is performed after the normal close of business for the City Offices.
7. All persons making application to the City of Kinsley for utility services shall, at the time of making said application, pay a nonrefundable connect fee of \$50.00.

Any person discontinuing utility service at one City of Kinsley location, and desiring to establish utility service at a different City of Kinsley location, shall make new application for utility service to the City of Kinsley, and shall, at the time of making said application, pay a nonrefundable connect fee of \$25.00.

Temporary interruption of utility services at a specified location shall notify the City Clerk of said request and the utility service shall be re-established at the same specified location. No fee shall be charged for the re-establishment of service if the request for re-establishment is made within six months from the date the service was temporarily interrupted.

8. If delinquent bills are not paid by the 25<sup>th</sup> and no arrangements have been made at City hall, services will be turned off at noon one day after the door hangs. If the order has been sent there is a \$20.00 fee for turn on/off. After hours there is a \$40.00 fee.
9. If any account(s) are delinquent and one is paid but not all, services will be shut off under an account holder's name.
10. Only City of Kinsley employees are allowed to turn water services on or off by ordinance. Persons connecting their own services can be charged with theft of services or have their meter removed or both.
11. Checks that are returned insufficient will be charged \$30.00. Future payments must be paid in CASH ONLY.
12. If payment arrangements have been made and are defaulted, future extensions cannot be made for a period of 1(one) year.

### **NOTE:**

Please contact City Hall, 721 Marsh Avenue, Kinsley, Kansas, (right next to Post Office) at 659-3611, immediately if you have any questions, comments, or suggestions regarding your utility services. In the event that you desire to terminate your utility services; transfer them to another premise in the City, or otherwise alter your services, please come into City Hall to notify us of your intentions. Following these instructions will enable the City of Kinsley to best serve your needs. Thank you for your patience. Enjoy Kinsley, Kansas Midway U.S.A.

Also, if you are 18 years or older, please register to Vote. Forms are available here, or Edwards County Courthouse or The Kinsley Library.

15-403. RESPONSIBILITY; OWNERS; TENANTS; CONTAINERS. Provisions relating to containers for refuse shall be as follows:

(a) It is hereby made the duty of every owner, occupant, tenant, or lessee occupying a business establishment, dwelling house or apartment, and every person in charge of a hotel or other living quarters in the city to provide and maintain refuse containers.

(b) Refuse containers for residential units shall be receptacles of not more than 32 gallons capacity of impervious material and sturdy construction, with a tight fitting cover, equipped with at least two handles properly placed to facilitate handling, and shall be subject to approval of the sanitation officer of the city.

(c) Trash or refuse containers for commercial establishments shall be of a type approved by the sanitation officer of the city and as nearly uniform in type as possible. Such containers shall have lids and shall be kept covered at all times. Plastic bags for trash only shall be permitted, with total weight not to exceed 50 pounds.

(d) Not more than 50 pounds of refuse shall be placed in one container, and all surplus water shall be drained from garbage and all garbage shall be wrapped in watertight heavy paper, or plastic, before depositing the same in the receptacle.

(e) All refuse containers shall be maintained in a clean and sanitary manner by the user thereof, and the city reserves the right to condemn and require the replacement of any container found to be defective or not to conform to the specifications of this article, or to require the cleaning of any container found to be unclean or unsanitary, at the owner's expense.

(f) All trash situated in the fire zone or commercial area in the city shall be placed in either refuse containers, as described in subsection (b) hereof, or boxes, as approved by the city sanitation officer. All refuse in the fire zone or commercial area shall be placed in standard refuse containers, as contained herein.  
(Code 1981, 9-203)

15-404. LOCATION OF CONTAINERS. The city reserves the right to designate the location of all refuse containers to be placed on each premises, and in general all refuse containers shall be located on private lots adjacent to the alley serving premises and convenient for the collectors so that a maximum number of containers may be emptied at each collection stop. Where alleys are not available for the collection of refuse, the refuse containers shall be placed on the parking along the street in front of such premises. All refuse containers shall be placed at such locations on the premises at such times as are specified for the collection of refuse from such premises. (Code 1981, 9-204)

15-405. COLLECTION OF REFUSE. The city shall establish routes and schedule times for the collection of refuse within the city for the orderly and systematic collection thereof, which routes and schedules may be changed from time to time as the city may deem necessary or desirable for the efficient operation of the service. (Code 1981, 9-205)

**CITY OF KINSLEY**  
**REQUEST FOR TERMINATION OF UTILITY SERVICES**

Please provide the City of Kinsley with the following information. If you have any questions about the information requested, please ask one of the Clerks for help. Thank you for your kindness and cooperation.

<b>YOUR NAME</b>	
New Mailing Address	
Social Security Number	
<b>ADDRESS OF PREMISES AT WHICH SERVICES ARE TO BE TERMINATED</b>	
<b>TYPE OF TERMINATION</b>	<b>CIRCLE ONE: TERMINATE TRANSFER OTHER</b>
<b>DO YOU RENT OR DO YOU OWN THE SUBJECT PREMISES?</b>	<b>CIRCLE ONE: RENT OWN</b>

If you are not wanting to terminate your utility services, or to have your utility services transferred, please describe the action you are wanting the City to take with respect to your utility services. \_\_\_\_\_

Please state the DATE & TIME when you want the utility services terminated.  
 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTING PARTY**

**FOR OFFICE USE ONLY**

<b>REQUEST TAKEN BY:</b>	
<b>ACTION TAKEN:</b>	

**CITY OF KINSLEY  
BANK LIST APPLICATION**

The water bill will go to **YOUR BANK** on the 1<sup>st</sup> business day of each month. That is when the bill is paid for by the bank and deposited in our account. If insufficient funds accrue during this transaction it will be treated the same as a return check. If you have any questions about the information requested, please ask one of the Clerks for help.

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Bank Account #:

\_\_\_\_\_  
Bank Name: \_\_\_\_\_

Bank ABA#: \_\_\_\_\_

Start Date: \_\_\_\_\_

City Acct #: \_\_\_\_\_

Signature \_\_\_\_\_

**Attach Voided Check or Deposit Slip**