



When you first move in to your new home, it is very important to get all of the necessary utilities switched into your name. Taking care of this promptly will ensure that you do not experience any outages in service during the transition period.

For your convenience we have put together a list of the local utility companies. We hope you find this information helpful. If you have any questions in regards to which utilities need to be switched into your name, please refer to your lease agreement, or simply call us at:

(218) 740-3800

### **Electric**

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Duluth/Hermantown – MN Power

- Please call (218) 722-2625 to change service in to your name

Superior – Superior Water, Light & Power (SWLP) – (715) 394-2200

- Please fill out an application at SWLP's office located at 2915 Hill Avenue, Superior, WI.

Proctor – Proctor Public Utilities

- Call (218) 624-4055 to change service in to your name

### **Gas/Water/Sewer**

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Duluth – Comfort Systems (218) 730-4050

- You must go to Comfort Systems located at 520 Garfield Ave, Duluth, MN to fill out an application for service. Deposits are typically required, please plan accordingly.

Hermantown

- Water/Sewer – City Hall (218) 729-3600
- Gas – MN Energy Resources (800) 889-9508

Proctor – Proctor Public Utilities

- Call (218) 624-4055 to change service in to your name

### **Fuel Oil**

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Duluth – Oil/Propane Heat – The following companies provide oil in Duluth:

- Como Oil & Propane – (218) 722-6666
- Curtis Oil & Propane – (218) 729-8241
- Harbor City Oil & Propane – (218) 624-3633

### **Garbage**

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Duluth/Hermantown – Hartel's DBJ– (218) 729-5446

### **Cable TV / Internet**

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Charter Communications – (888) 438-2427

CenturyLink / Qwest – (800) 475-7526



## Information for New Applicants

### Application Process

- Upon ShipRock receiving application(s) and fee(s), property will be put “on hold” until application is completed\*. This process generally takes 2-3 business days.
- Application includes:
  - verification of income, rental history (if applicable), 2 personal references, criminal/eviction history, credit check, & Parent Co-Signer **if under 25 years of age\*\***

### Lease Signing

- Upon approval of application, a lease signing will be required to take place within 1-2 weeks. Items required at lease signing are:
- Security Deposit (same amount as one month’s rent) in a check or money order. **No cash or credit is accepted in office.**

### Moving In

- Upon move in, tenant(s) are required to pay rent in order to receive keys.
- If utilities are **not** included with your rent, you are required to have them switched into your name, and provide proof before receiving keys to your new home.

### Pets, if applicable and allowed

- Pets must have prior approval and have a signed pet addendum before a pet is allowed
- Pet rent in the amount of \$35, per pet, per month will be charged

### Keys

- Each tenant will be given one set of keys upon move in. A back up set can be requested, but not guaranteed.

### Megan’s Law Information – Visit the website below

- <https://coms.doc.state.mn.us/Level3/Search.asp>

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\*Application may be declined on the following criteria: Previous evictions, history of criminal activity, including felonies & misdemeanors, unfavorable rental or personal references, inability to pay rent based on income and length of employment and/or credit history.

\*\*If under the age of 25, applicant will require a parent/guardian to co-sign. Parent/Guardian is not required to sign in person. Applicants with 2 years of rental history with 1 year of current full time employment, may have the co-signer agreement will be waived. Co-signers credit will **not** be checked.

\*\*\*Prorated rent is calculated by taking the rent amount, divided by the number of days in the month, multiplied by how many remaining days are left upon move in.  
(ex. Moving in on the 5<sup>th</sup> of October. Rent is \$600. (600 / 31 days = 19.35) This is the amount per day (including the 5<sup>th</sup>). There are 27 days left in the month. 27 X 19.35 = \$522.45 - prorated amount due upon move in.)

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### **WE CANNOT ACCEPT CASH OR CREDIT/DEBIT CARDS IN THE OFFICE**

Credit or Debit cards can be used to pay deposits or rent online.  
(Transaction fees will apply to credit and debit cards)