

# REEDSVILLE UTILITY DEPARTMENT

217 Menasha St  
REEDSVILLE, WI 54230-8597

Account #

OFFICE USE ONLY

## Landlord/Tenant Agreement for Residential Rental Units

Pursuant to Wis. Stat. §66.0809 (5)(a), a property owner (hereinafter referred to as the "landlord") may elect to notify the utility in writing that a tenant is responsible for payment of the residential utility bill in order to provide the landlord with notice should the tenant become delinquent. This form will fulfill the written notice requirements set forth by the Reedsville Utility Department. Upon receipt of this form, the Utility will follow the processes outlined in §66.0809 regarding delinquent notices, annual tax transfer notice of arrears and related lien procedures. This form must be received along with the final read request a minimum of three (3) business days prior to the final reading date to avoid billing discrepancies.

**A NEW LANDLORD/TENANT AGREEMENT IS REQUIRED AT EACH TENANT CHANGEOVER.**

### Service Address & Account Info

Service Address: \_\_\_\_\_ Current Account #: \_\_\_\_\_  
Tenant is responsible for the following utility charges associated with this rental unit: Water  Sewer  Fire Protection

### Landlord/Management Company Information

Owner Info: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
DBA: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Mailing Address (if Different): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Manager Contact Info (if not owner): Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

### New Tenant Information

Move In Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
SS #: \_\_\_\_\_ DL #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### Landlord Agreement

As the landlord for this service address, I accept responsibility for notification to the Reedsville Utility Department for any changes in occupancy, including coordinating with the tenant in scheduling meter readings when the tenant is moving in and/or moving out. I acknowledge that I am responsible for payment of all Reedsville Utility Department billings during vacancies for this service address and for working with the Utility if access is needed to the property. By signing this agreement, I certify that I have read and understand the Notice and Lien Process outlined on Page 2 of this form, and I agree to any terms and conditions outlined within. I further understand that any debt incurred by my tenant may ultimately become my responsibility as the landlord.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Email: \_\_\_\_\_

### Tenant Agreement

As the tenant for this service address, I accept responsibility for payment of all Reedsville Utility Department charges associated with this rental unit during my occupancy and shall notify the Utility when I am moving out. By signing this agreement, I certify that I have read and understand the Notice and Lien Process outlined on Page 2 of this form, and I agree to any terms and conditions outlined within. I further understand that should I become past due, it could ultimately lead to a lien against my personal assets wherein my name could appear on the Wisconsin Consolidated Court Automated Program (CCAP) as a public record.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Email: \_\_\_\_\_

- FOR OFFICE USE ONLY -

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

**Please sign and return  
the completed form to:**

Reedsville Municipal Building, 217 Menasha St, Reedsville WI 54230-8597  
OR E-mail: [clerk-treasurer@reedsville.org](mailto:clerk-treasurer@reedsville.org)

## General Utility Service and Billing

**Request to Start or End Utility Service:** To start or end utility services, please call (920)754-4371 to schedule your final meter read, between the hours of 8AM-3PM Monday-Thursday, 8AM-Noon Friday.

**Changes to Mailing Address:** It is the customer's responsibility to ensure the Clerk-Treasurer's office has the most current mailing address on file for the Utility billing. Please call or e-mail the Clerk-Treasurer's office when updates are needed.

**Meter Reading:** Meters are read on a monthly basis.

**High Usage or Stopped Meters:** Based on meter reading data, if the Utility notices usage has drastically changed (increased or decreased) as compared to historical water usage information, a courtesy letter will be sent to the customer to give notification of the issue providing information as to the steps they need to take.

## Billing Statements

**Monthly Billing Statements:** Billing invoices are typically mailed out on the 25th of the month, and are due on the 20th of the month following. If the date mailed is different, customers will always have 20 days before payment is due.

**Billing Cycles:** The Reedsville Utility Department bills each property monthly

**Late Payment Charges:** If payment is not received within 20 days of issuance, late payment charges of 3%, but not less than \$.50, will be applied to each utility category.

*For more information on Utility rates please see the reverse side of your billing invoice.*

## Notice and Lien Process

**Delinquent Notices (Monthly):** The property owner (hereinafter referred to as "landlord") will be mailed a notice of the past due balance if a tenant fails to pay the monthly billing within 20 days of billing and late fees are applied.

**Tenant Vacates Premises:** If the tenant vacates the premises, in order for the Utility to continue sending notices to the tenant regarding a past due balances, the landlord must provide the Utilities with written notice that contains the forwarding address of the tenant and the date that the tenant vacated the premises. Notification shall be provided by the landlord no later than 21 days after the date on which the tenant vacates the rental unit.

**Pre-Tax Notice (October 15):** Both the landlord and the tenant will be mailed a notice of past due balances on October 15 of each year for any debt incurred prior to October 1<sup>st</sup>. Once this notice has been sent, a statutory lien is created against tenant's personal assets, which will only be enforced if the past due balance is not paid by November 15.

**Tax Penalty (November 1):** If payment has not been made to the Utility by November 1, an additional penalty of 10% of the past due amounts of each utility category (Water, Sewer and Fire Protection), will be added to the amount owed.

**Tax Transfer (November 15):** If full payment is not received by November 15, the past due amounts, plus penalties, will be levied as a tax against the landlord's property. This action will be taken in accordance with Wis. Stat. § 66.0809 (3). There is no exception from the tax levy for rental property although additional provisions may apply to certain rental properties as described below.

If the property provided with utility service is residential rental property, and the Utility has a Landlord/Tenant Agreement wherein it is stated that the tenant is responsible for payment of utility charges at the rental dwelling unit, Wisconsin law grants the Utility a lien upon the responsible tenant's personal assets in the amount of the past due amount plus penalties. *The lien becomes effective if a Pre-Tax Notice is mailed to the tenant on October 15.*

If the tenant responsible for the past due utility charges pays the full amount plus penalties owed to the Utility by November 15, this lien is automatically extinguished. *If the tenant fails to pay the full amount owed to the Utility by November 15, the Utility may file notice of all delinquent tenant accounts with liens in effect with the Manitowoc County Clerk of Courts.*

If the landlord pays the past due utility charges plus penalties owed by the tenant, *whether before or after November 15*, Wisconsin law requires the Utility to transfer its lien on the tenant's personal assets to the landlord. The landlord may then file notice of the lien with the Manitowoc County Clerk of Court, and notice of the lien will appear under the tenant's name in the Wisconsin Consolidated Court Automated Program (CCAP). The landlord may thereafter take action to enforce the lien against the tenant's personal assets.

**This information is provided in accordance with Wis. Stat. § 66.809 (3m)(a) and (b).**