

RICHLAND CENTER CITY UTILITIES

ELECTRIC - WATER - SEWER
450 South Main Street
Richland Center, WI 53581
608-604-3844

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 Richland Center Utilities Office. 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 financial 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: Electric <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/>			
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 (if not service address):			
City:		State:	Zip Code:
Landlord Agreement			
As the landlord for this service address, I accept responsibility for notification to the Richland Center City Utilities for any changes in occupancy, including coordinating with the tenant in scheduling meter readings when the tenant in moving in and/or moving out. I acknowledge that I am responsible for payment of all Richland Center City Utility billings during vacancies for this service address and for working with the Utility if access is needed for the property. By signing this agreement, I certify that I have read and understand the Notice and Lien Process outlined on Page 2 of the 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 Richland Center City Utilities 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 the landlord.			
Name: (Printed):		Date:	
Signature:		Email:	
«FOR OFFICE USE ONLY»			
Date Received:		Initials:	

Please sign and return Richland Center City Utilities Fax to: Go to:
the completed form to: 450 South Main Street OR 608-647-2830 OR www.cityutilitiesofrc.com
Richland Center, WI 53581

Notice and Lien Process

Delinquent Notices (Quarterly): 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 quarterly 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 Office 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. Once this notice has been sent, a statutory lien is created against tenant's personal assets, which will only be enforced in 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 (Electric, Water and Sewer), and will be added to the amount owed.

Tax Transfer (November 19): 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 25.*

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 Richland 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 Richland 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. §66.0809 (3m) (a) and (b).