



Village of Black Earth Utilities

1210 Mills St. * P.O. Box 347

Black Earth, WI 53515

Phone: 608-767-2563 Fax: 608-767-2064

Updated 1/26/2024

Office use only

Account #

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 Black Earth Utility Office.

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

Service Address & Account Info

Address:	Current Account #:
Tenant is responsible for the following utility charges associated with this rental unit: (Circle) Water Sewer Electric Refuse	

New Tenant Information	Move In Date: / /
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Tenant 1	Phone #:
Last Name:	First Name:
Tenant 1 Email:	

Tenant 2	Phone #:	
Last Name:	First Name:	
Tenant 2 Email:		
Mailing Address (if not service address):		
City:	State:	Zip Code:

Landlord/Management Company Information

Owner Info:	Last Name:	First Name:	Middle Initial:
DBA:			
Phone #:	Email:		
Address:			
City:	State:	Zip Code:	
Mailing Address(if different):			
Manager Contact Info (if not owner)	Last Name:	First Name:	
Phone #:	Cell #:	Email:	

Landlord/Management Company Agreement

As landlord for this service address, I accept responsibility for notification to the Village of Black Earth Utilities for any changes in occupancy, including coordinating with the tenant in scheduling metered readings when the tenant is moving in and/or moving out. I acknowledge that I am responsible for payment of all Black Earth Utility 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 Village of Black Earth Utility 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:

Return the completed form to:

uclerk@blackearthwisconsin.com

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1210 Mills Street - PO Box 347
Black Earth, WI 53515

General Utility Service and Billing

Request to Start or End Utility Service: To start or end utility services, email uclerk@blackearthwisconsin.com, call (608)767-2563, or visit the Municipal office to request Final Billing/Tenant Change. **This request needs to be made at least 3 business days prior** to the date you wish the changes to take effect.

Changes to Mailing Address: It is the customer's responsibility to ensure the utility office has the most current mailing address on file for billing. Contact the utility office when updates are needed.

Notice and Lien Process

Delinquent Notices: 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 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 Utility 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 1st. 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, electric, refuse) and 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.