

Village of Black Earth Utilities

1210 Mills St. • P.O. Box 347
BLACK EARTH, WI 53515
Phone: 608-767-2563 Fax: 608-767-2064

Applicant Information		
Service Address	Move In Date	Check One
		RENT OWN
Primary Person Responsible for Bill		
Last, First, MI:		
Date of Birth:	Responsible for:	
	Water <input type="checkbox"/> Sewer <input type="checkbox"/>	
	Electric <input type="checkbox"/> Refuse <input type="checkbox"/>	
Social Security or Driver's License Number	Phone Number	Alt Phone Number
Secondary Person Responsible	Responsible for:	
	Water <input type="checkbox"/> Sewer <input type="checkbox"/>	
	Electric <input type="checkbox"/> Refuse <input type="checkbox"/>	
Social Security or Driver's License Number	Phone Number	Alt Phone Number
Mailing Address if Different than Service Address, City, State, Zip		
Primary Person Email Address. If you would like to join our Black Earth email list for updates and information please list your email	Secondary Person Email Address. If you would like to join our Black Earth email list for updates and information please list your email	
Primary Person's Previous Address, City, State, Zip		
IF PROPERTY IS OWNED (NOT RENTAL), SKIP BELOW AND COMPLETE THE BACK OF DOCUMENT		
<p>IF TENANT: 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.</p>		
Name (Printed):		
Signature:		Date:
Landlord/Management Company Information (if rental)		
Owner Name:	DBA:	
Address:		
Phone:	Cell Phone:	
Email:	Date of Birth:	
Manager Contact:	Email:	
Address:		
Phone:	Cell Phone Number:	
<p>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.</p>		
Name (Printed):		
Signature:		Date:

The applicant(s) understand and acknowledge that by signing this application for service, he/she is accepting responsibility for payment of the utility bills and that non-payment could result in the disconnection of service. The applicant(s) are also certifying that the information provided on the application is true and correct.

Back of Application must be signed

Signature of Primary Person Responsible	Date	
Signature of Secondary Person Responsible	Date	
Clerk's Signature	Date	Account Number

- FOR OFFICE USE ONLY -

Date Received:	Initials:
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General Utility Service and Billing

Request to Start or End Utility Service: To start or end utility services, please call (608)767-2563 or visit the Municipal office to request the Final Billing/Tenant Change request. **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 Utilities Office has the most current mailing address on file for the Utility billing. 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. 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 a minimum of three (3) business days prior to the move in date to avoid billing discrepancies.

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

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 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 statutory 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 statutory 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 statutory liens in effect with the Dane 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 statutory lien on the tenant's personal assets to the landlord. The landlord may then file notice of the lien with the Dane County Clerk of Courts, 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).