

Village of Muscoda – MUSCODA UTILITIES

206 N Wisconsin Ave ~ Muscoda, WI 53573-0206
Email: rnankee@wppienergy.org

Utility Phone: 608-739-4617
Village Phone: 608-739-3182
FAX: 608-739-3183

Dear Landlord,

Muscoda Utilities would like to take this opportunity to thank you for all your help in the past, and we look forward to working with you in the future. If you have questions on the information below, please contact our office for assistance.

Utility Policies and Procedures:

Vacant Apartments/Rental houses- Between tenants the utilities are billed and sent to the landlord.

Signing up for service- Your tenant should sign up for utility service with us prior to moving in. Applications will be taken during office business hours of 8:00am - 4:30pm Monday thru Friday. We also request to see a copy of their signed lease agreement, or receive an email or verbal verification from the landlord. **If they fail to sign up for service it will result in the landlord receiving the bill.**

Joint Metering- If you have a situation where there is one meter that services more than one unit, it is the owner's responsibility to have that account in his/her name. ***(Wisconsin Act 40, Sec. 196.643 (2) on Joint Metering)****

Late Bills- Reminder/Disconnect notices: Landlord/Property Owners **MUST sign an opt-in form to receive the past due reminder/disconnect notices on your tenants.** This is as long as the utility is informed that the property is a rental unit.
(We have the ability to place outstanding utilities as a lien against the property taxes.) ***(1995 Wisconsin Act 419 Section 2, and Village Ordinances Electric Sec.9-4-2; Water Sec. 9-1-2 and Sewer Sec.9-2-19)****

Moratorium- During the winter months (from November 1 to April 15) electric service is not disconnected.

Unpaid Final Bill- If a tenant leaves an unpaid final bill; we will notify them of the balance they owe. The landlord receives notification on any accounts where their tenants have not yet paid their final bill if they have signed the opt-in form. Please provide us with any information on your tenants such as a forwarding address. If the amount is paid, it will prevent the account from being placed on the tax roll.

Tax Roll- Once per year unpaid utility bills can be placed on the properties tax roll for properties located in the Village limits, Eagle and Muscoda Township. Mobile Home Parks are exempt at this time if the customer owns their mobile home. In October letters are sent to both the property owner and the tenant advising them of this process. ***(1995 Wisconsin Act 419 section 2, Village Ordinances Electric Sec.9-4-2; Water Sec. 9-1-2 and Sewer Sec.9-2-19)****

****Available on the website: www.muscoda.com or upon request at the Village/Utility office (206 N Wisconsin Ave Muscoda WI)***

Sincerely,
Reg Nankee ~ Utility Clerk