

Village of Muscoda – MUSCODA UTILITIES

206 N Wisconsin Ave ~ Muscoda, WI 53573-0206

Email: rnankee@wppienergy.org

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

Account # Cust #

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 Muscoda Utilities. 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 Electric

Landlord/Management Company Information

Owner Info:	Last Name: _____	First Name: _____	Middle Initial: _____
DBA:	_____		Date of Birth: / /
Phone #	SS or Fein #:	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

Last Name: _____			First Name: _____			Middle Initial: _____		
Date of Birth: / /			Phone #:			SS #:		
Driver's License # (Please Attach Copy): _____								
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 Muscoda Utilities 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 Muscoda Utilities 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 Muscoda 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 a public record.

Name (Printed): _____	Date: _____
Signature: _____	Email: _____

- FOR OFFICE USE ONLY -

Date Received: _____	Initials: _____
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Please sign and return the completed form to: Muscoda Utilities 206 N Wisconsin Ave - PO Box 206 Muscoda, WI 53573
OR Fax to: 608-739-3183 OR Email to: rnankee@wppienergy.org

General Utility Service and Billing

Request to Start or End Utility Service: To Start utility services, a service application needs to be completed and returned. Applications are available at the office or online at www.muscoda.com. To End utility services you may call 608-739-4617 or stop at the office 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. Please call or e-mail the Utilities Office when updates are needed.

Meter Reading: Muscoda Utilities meters are read monthly for each property. Make sure the path is clear to the electric & water meter/reader.

High Usage or Stopped Meters: If the Utility notices usage has drastically changed as compared to historical usage information, we will try to notify the customer of the issue by calling with the phone number on our files.

Billing Statements

Monthly Billing Statements: Billing statements are typically mailed out on the 10th of the month, and are due on the 30th of the month.

Late Payment Charges: If payment is not received by bills due date a late payment is applied.

For more information on Electric, Water and Sewer rates, payment options, and more; visit www.muscoda.com

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 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, 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 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 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 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).