

# VILLAGE BALSAM LAKE

WATER - SEWER- REFUSE

404 MAIN STREET PO BOX 506

BALSAM LAKE WI 54810

715-485-3424 FAX 715-485-9339

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 Balsam Lake Village 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 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  Refuse

### 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 Balsam Lake Village 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 Balsam Lake Village 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 Balsam Lake Village 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:

- FOR OFFICE USE ONLY -

Date Received:	Initials:
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**Please sign and return  
the completed form to:**

Balsam Lake Village Utilities  
PO Box 506 Balsam Lake 54810

Fax to:  
OR 715-485-9339 OR

Email to:  
vobl@lakeland.ws

## General Utility Service and Billing

**Request to Start or End Utility Service:** To start or end utility services, please call (715) 485-3424 or visit [www.balsamlakevillage.com](http://www.balsamlakevillage.com) and complete the Final Billing: Tenant Change request under the tab: Village Government-Water & Sewer Utilities section 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:** The Balsam Lake Village Utilities meters are read approximately two weeks before bills are generated. EXAMPLE: Bills for meter readings taken in mid-April are mailed out in early-May.

**High Usage or Stopped Meters:** Based on meter reading data, if the Utility notices usage has drastically changed (increased or decreased) as compared to historical water usage information, a notice will be mailed to notify the customer of the issue providing information as to the steps they need to take.

## Billing Statements

**Quarterly Billing Statements:** Billing statements are typically mailed out by the 5th of the month, and are due on the 30th of the month. If the date mailed is different, customers will always have 20 days before payment is due.

**Billing Cycles:** The Balsam Lake Village Utilities Office bills each property quarterly (four times per year).

**Late Payment Charges:** If payment is not received within 30 days of issuance, late payment charges of 1%, but not less than \$.50, will be applied to each utility category.

***For more information on Water, Sewer and Refuse rates, payment options, and more; visit [www.balsamlakevillage.com](http://www.balsamlakevillage.com)***

## 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 30 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<sup>st</sup>. 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, Sanitary Sewer and/or 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 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 Polk 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 Polk 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).**