



VILLAGE OF GENOA CITY UTILITIES

UTILITY AGREEMENT

| |
|------------------------|
| Date Received: _____ |
| Initials: _____ |
| <i>OFFICE USE ONLY</i> |

755 Fellows Rd / PO Box 428
Genoa City, WI 53128

This form will fulfill the written notice requirements set forth by the Genoa City 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.

Service Address & Account Info

| | |
|---------------------------------------|---------------------------------------|
| Service Address: | Account #: |
| <input type="checkbox"/> Water | <input type="checkbox"/> Sewer |

Owner Information

| | | | |
|---|-------------------|--|------------------------|
| Owner Info: | Last Name: | First Name: | Middle Initial: |
| DBA: <small>(Doing Business As)</small> | | Date of Birth: / / | |
| Phone #: | Cell #: | Social Security #: <small>or EIN# (for businesses)</small> | |
| Address: | | | |
| City: | | State: | Zip Code: |
| Mailing Address (if different): | | | |
| City: | | State: | Zip Code: |

Owner Agreement

As the owner for this service address, I accept responsibility for notification to the Village of Genoa City Clerk's office for any changes in occupancy, including conversion to rental property. I acknowledge that I am responsible for payment of all Village of Genoa City 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.

| | |
|------------------------|---------------|
| Name (Printed): | Date: |
| Signature: | Email: |

**Please sign and return
the completed form to:**

Village of Genoa City
755 Fellows Rd.; POB 428
Genoa City, WI 53128

OR Fax to: 262-279-6618 OR

Email to: depclerk@genoacity.info

General Utility Service and Billing

Request to Start or End Utility Service: To start or end utility services, please call (262) 279-6472 and request a Final Water Form 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/Clerk's office has the most current mailing address on file for the Utility billing. Please call or e-mail the Utilities/Clerk's Office when updates are needed.

Meter Reading: The Genoa City Utilities maintains approximately 1,200 water accounts, most of which are residential. Meters are read as a touch read on the residence. Meter readings for each property are recorded directly to a computer, which allows this information to then be transferred to the billing system. Currently, meters are read approximately two weeks before bills are generated. **EXAMPLE:** Bills for meter readings taken in mid-March are mailed out April 1st.

Billing Statements

Quarterly Billing Statements: Billing statements are typically mailed out on the 1st of the month, and are due on the 20th of the month. If the date mailed is different, customers will always have 20 days before payment is due.

Billing Cycles: The Genoa City Utilities Office bills each property quarterly (four times per year),

Late Payment Charges: If payment is not received within 20 days of issuance, late payment charges of 3%, will be applied to each utility category.

For more information on Water, Sewer, payment options, and more; visit www.genoacity.info.

Notice and Lien Process

Delinquent Notices (Quarterly): The property owner will be mailed a notice of the past due balance.

Pre-Tax Notice (October 15): The owner will be mailed a notice of past due balances on October 15 of each year for any debt incurred prior to October 1st.

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 and/or Sanitary Sewer), 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 owner'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 Walworth 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 Walworth 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).

Please keep this page for your records.