



**CITY OF JANESVILLE UTILITIES**  
**WATER, WASTEWATER, STORMWATER & SANITATION**  
 18 N. JACKSON ST., PO BOX 5005  
 JANESVILLE, WI 53547-5005

**Landlord/Tenant Agreement for Residential Rental Units**

*Pursuant to Wis. Stat. §66.0809 (5)(a), a property owner (hereinafter referred to as the "landlord") will 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 Janesville 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 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.***

**Service Information**

Address:		
Meter Read:	Clear Water Meter Read:	Move In Date: / /

**New Tenant Information**

Last Name:	First Name	Middle Initial:
Business Name (if applicable):		
Date of Birth: / /	Phone #:	
Billing Address (if different from service address):		

As the tenant for this service address, I accept responsibility for payment of all City of Janesville Utility charges associated with this rental unit during my occupancy and shall notify the Utility when I am moving out, if my landlord is submitting the request for final form on my behalf, I understand it is my responsibility to follow up and ensure my landlord has properly finalized my account. **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:

**Landlord/Management Company Information**

Owner Info:	Last Name:	First Name:	Middle Initial:
DBA:			
Phone #:	Alternate Phone #:	Email:	
Address:			
City:	State:	Zip Code:	
Preferred Method of Contact:			
Manager Contact Info: (if not owner)	Last Name:	First Name:	

As landlord/property manager ("Landlord") for this service address, I accept responsibility for providing notification to the City of Janesville Utilities for any changes in occupancy. I further understand that said notice must be made within three (3) business days of change of occupancy to avoid billing discrepancies. As Landlord, I accept the responsibility for payment of all City of Janesville utility billings during vacancies for this service address and agree to work with the Utility if access is needed to the property. I understand that any incomplete and/or inaccurate information will result in rejection of the utility application. In the event an application is rejected, I understand that I will be responsible for payment of utilities until complete / accurate application is received. I certify that I have verified the tenants personal information through my diligence process and find it to be true and correct. 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 term and conditions outlined within. I further understand that any debt incurred by my tenant may ultimately become my responsibility as landlord.

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

**\*\* For Office Use Only \*\***

Date Received: / /	Verified By:	Account #:
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**Please sign and return the completed form to:**

City Of Janesville  
 PO Box 5005  
 Janesville, WI 53546

Fax to:  
 OR 608-755-3196

## General Utility Service and Billing

**Request to Start or End Utility Service:** For question on how to start or end utility services, please call (608) 755-3090. Landlord Tenant Agreements can be located at [www.ci.janesville.wi.us](http://www.ci.janesville.wi.us) under Utility Billing / Forms and Applications. Agreements must be received 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 billing office has the most current mailing address on file for the Utility billing. Please call or e-mail the billing Office when updates are needed.

**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 mailed quarterly, and are due 30 days from the date issued.

**Billing Cycles:** The City of Janesville Utilities Office bills each property quarterly (four times per year), but not all properties are billed in the same quarter. Each neighborhood is divided into billing groups, determined by the location of the property within the city.

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

For more information on Water, Sewer and Storm Water rates, payment options, and more; visit [www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)

## 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 7 days of due date.

**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 past due 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, Sanitation and/or Storm), 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 Rock 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 Rock 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).**