



# Utility Services Transfer Form

MONDOVI WATER AND SEWER UTILITIES  
156 S. FRANKLIN STREET MONDOVI, WI 54755

PHONE: (715) 926-3866 FAX: (715) 926-4261  
EMAIL: adminrecep@mondovi.com

Service Address:

Last Date of Service:

Meter Read for

Date of Vacancy

Include all Numbers:

The Utility will obtain the final meter reading for the property, and a special meter reading charge will be assessed. If entry to the premises is required for a meter read, an additional missed appointment charge will be billed if the customer fails to be present at the scheduled appointment.

## FINAL BILLING INFORMATION (Customer Ending Service)

Send Final Bill To: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## NEW CUSTOMER INFORMATION (Customer Starting Service)

**\*\*All customers listed on the utility bill must sign the form\*\***

Customer Name: \_\_\_\_\_ Name 2: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ ☐ Check here to opt in to email billing

## CUSTOMER AGREEMENT

(Signature required for all transfers)

I hereby accept responsibility for all charges pertaining to water usage and sanitary sewer service for the above-referenced property from the date and water meter reading listed above until such time that I notify the City in writing or by phone that I have vacated the premises. I hereby authorize the property owner to have access to information related to my account. I understand that special billing charges may be billed to my account as applicable. I understand that any unpaid balances as of **November 15** of each year will be placed on the tax roll and become a lien against the property.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LANDLORD INFORMATION (if applicable)

(Signature required if account is going into a tenant's name)

Landlord: \_\_\_\_\_ Name 2: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## LANDLORD AGREEMENT

(Signature required if account is going into tenant's name)

As the owner/management company of the above-reference property, I hereby authorize the City of Mondovi to send utility bills directly to the above-names tenant. I understand that I will not receive a copy of the utility bill, but I will receive notice of any past due accounts when the tenant is delinquent by fourteen (14) days. I understand that any unpaid balances as of **November 15** of each year will be placed on the tax roll and become a lien against the property. I also understand that if at any time my tenant requests discontinuation of service and the Utility has not received a transfer form for a new tenant, the account will then default back into my name and a special billing charge may be billed to my account.

Landlord Signature \_\_\_\_\_ Date: \_\_\_\_\_

Landlord Signature \_\_\_\_\_ Date: \_\_\_\_\_

This institution is an equal opportunity provider.