



Platteville Water & Sewer Application/Termination Form

Office Use Only

Service Address: _____ (Platteville, WI) Account #: _____

Landlord/Owner: _____ Are you selling/purchasing/renting this property? _____

Date Moving OUT: _____ Date Moving IN: _____

The first date you are responsible for water/sewer at the above address if moving in or the last date you are responsible for water/sewer if moving out.

MOVING IN: Information for NEW responsible customer (Please print)

(Tenants: If you are moving out and don't know the new tenant's information, the account will revert to the landlord.)

NAME: _____

(REQUIRED) PHONE: _____ E-MAIL: _____

MAILING ADDRESS (if different from service address): _____

Consent to Release Information: Pursuant to and in accordance with WI Stat. Sec. 196.137, the Platteville Water & Sewer Department is hereby authorized to release my/our customer account number, usage and status information to the landowner plus _____, and on my/our behalf is authorized to request a final utility reading in order to prepare a final billing in conjunction with real estate transactions or closing documentation purposes. *(Please note: A landlord/land owner will receive copies of all disconnection notices sent.)*

Customer: _____
Signature *Date*

MOVING OUT: Information for PREVIOUS responsible customer (Please print)

NAME/FORWARDING ADDRESS FOR FINAL BILL: _____

THIS ACCOUNT WAS ON AUTO-PAYMENT: YES: _____ NO: _____

I, _____ *(Print name)*, the owner, agent, or tenant of the property stated above, hereby inform the Platteville Water & Sewer Department that the person named above in MOVING IN is responsible for the water and sewer bills at the above mentioned address and that non-payment of the bills could result in disconnection of service. I further state that the person named above in MOVING OUT is moving and the final bill should be sent to the address as listed.

Emailing this form constitutes
a signature.

Signature

Date

For office use only: NEW ACCOUNT #: _____ Letter: Landlord/Tenant/New Owner

WATER METER READING: _____ LAWN METER READING: _____ Scanned? _____

Auto pay Hot water Lateral Master Meter

Please return this completed form to:

Email: wsstaff@platteville.org

Mail: Platteville Water & Sewer Department
PO Box 780
Platteville, WI 53818

Drop off:

- Inside City Hall at 75 N Bonson Street, Water & Sewer Department
- Outside City Hall in convenient drop box located at the right of the steps marked “City of Platteville Payments”

Fax: 608.348.6098

Questions: 608.348.1831

Billing dates go from the 15th of the month to the 15th of the next month. If you move out at the end of one month, your final bill will include about a month and a half of water/sewer usage. (For example, moving out May 31, your final bill will be for water used from April 15 to May 15 *plus* May 15 to May 31.)

If you are moving in on the 1st of the month, your first bill will be about a half of a bill. You will only be billed for water/sewer used from the 1st to the 15th. You'll receive that bill the first of the next month.

Bills are always due on or before the 20th of the month. We must **receive** payment by the 20th or you will incur a late fee. Allow time for mailing! It takes at least two days if mailed from Platteville for us to receive your payment.

Disconnection notices for balances over \$50.00 are sent out around the 25th of the month, depending on weekends. Your landlord will receive copies of disconnection notices sent. Disconnections for non-payment occur on the second Tuesday of the next month.

Sign up for e-bills: Visit Platteville.org > City Hall > Water & Sewer > Billing

GO PAPERLESS! Please note you may need to wait until about the 5th of the first month of your service for your online information to be available.

Automatic payment is available through our office at no charge using a checking or savings account. Your payment will automatically be processed on the 20th of each month. Forms available at Platteville.org

Other payment options are available through the Payment Service Network. You can pay with a credit or debit card or schedule an automatic payment for a different date from the 20th. There is a fee to use this third-party service. More information is available on our website.

VISIT: www.platteville.org > City Hall > Water & Sewer