



Platteville Water & Sewer TERMINATION Form

Service Address: _____ Apt/Unit # _____ (Platteville, WI)

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

Date to Read Meter: _____ (The last date you are responsible for the water/sewer at the above address)

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

NAME ON CURRENT ACCOUNT: _____

FORWARDING ADDRESS FOR FINAL BILL: _____

WAS THIS ACCOUNT SETUP ON AUTO-PAYMENT WITH THE CITY: 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 OUT** is moving and the final bill should be sent to the address as listed.

Signature

Date

For office use only:

Current ACCOUNT #: _____

METER READING: _____

LAWN METER READING: _____

New Account Number _____

Letter: Landlord/Tenant/New Owner

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 silver locked box located at the right of the steps marked "City of Platteville Payments"

Fax: 608-348-6098

Questions: 608-348-1831

Billing dates are 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 half of a monthly 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 \$10.00 are sent out around the 25th of the month, depending on weekends. Your landlord will also receive copies of disconnection notices sent to tenants. 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 the 5th of the month 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 are available at Platteville.org

Other payment options are available through the Payment Service Network. You can pay with check, 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