



Village of Belgium Utility  
104 Peter Thein Ave  
Belgium, WI 53004  
262-285-7931 Fax 262-285-3479

## LANDLORD/TENANT AGREEMENT FOR RESIDENTIAL RENTAL UNITS

Pursuant to Wis. Stat. §66.0809(5)(a), a property owner (hereinafter referred to as the "landlord") may 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 Village of Belgium Utilities Department. Upon receipt of this form, the utility will follow the process 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 request a minimum of three (3) business days prior to the final reading date to avoid billing discrepancies. A NEW LANDLORD/TENANT AGREEMENT IS REQUIRED AT EACH TENANT CHANGEOVER

Service Address: \_\_\_\_\_ Current Acct#: \_\_\_\_\_

Tenant is responsible for the following utility charges associated with this rental unit:  Water  Sewer

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### LANDLORD/MANAGEMENT COMPANY INFORMATION

Owner Info: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

DBA: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Manager (if not owner): Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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### TENANT INFORMATION

Move-In Date: \_\_\_\_\_ Name (Last, First, MI): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (if not service address): \_\_\_\_\_

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### LANDLORD AGREEMENT

As the landlord for this service address, I accept responsibility for notification to the Village of Belgium Utilities for any changes in occupancy, including coordinating with the tenant in scheduling meter readings when the tenant is moving in and/or moving out. I acknowledge that I am responsible for payment of all Village of Belgium 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. I further understand that any debt incurred by my tenant may ultimately become my responsibility as the landlord.

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### TENANT AGREEMENT

As the tenant for this service address, I accept responsibility for payment of all Village of Belgium Utility charges associated with this rental unit during my occupancy and shall notify the utility when I am moving out. 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: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

**Mail:** 104 Peter Thein Ave, Belgium, WI 53004

**Fax:** 262-285-3479

**Email:** [villagehall@belgiumwi.gov](mailto:villagehall@belgiumwi.gov)

## General Utility Service & Billing

**Request to Start or End Utility Service:** To start or end utility services, please call (262)285-7931 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 utility has the most current mailing address on file for the utility billing. Please call or email the utility at [villagehall@belgiumwi.gov](mailto:villagehall@belgiumwi.gov) when updates are needed.

**Meter Reading:** The Village of Belgium maintains approximately 930 water accounts, most of which are residential. Meters are read remotely and recorded directly into our system, which allows the information to then be transferred into the billing system. Currently, meters are read approximately 15 days before bills are generated each quarter. EXAMPLE: Meters are read on the 15<sup>th</sup> of the month with the bills mailing out by the end of the same month.

**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, the customer will be contacted and provided information as to the steps they need to take.

### Billing Statements

**Quarterly Utility Bills:** Utility bills are mailed out quarterly by the last business day of March, June, September and December annually. They are always due by the 20<sup>th</sup> of the following month (April, July, October and January).

**Late Payment Charges:** If payment is not received by the due date, late payment charges of 1% of the outstanding balance will be applied monthly until the balance is paid in full.

For more information on water/sewer rates, payment options, and more, visit our website at <http://www.village.belgium.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 by the 20<sup>th</sup> and late fees are applied.

**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 balance, the landlord must provide the utility department 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<sup>th</sup>):** Both the landlord and the tenant will be mailed a notice of past due balances on October 15<sup>th</sup> of each year for any delinquent balances incurred prior to October 1<sup>st</sup>. Once this notice has been mailed, a statutory lien is created against the tenant's personal assets, which will only be enforced if the past due balance is not paid by November 15<sup>th</sup>.

**Tax Penalty (November 1<sup>st</sup>):** If payment has not been made to the utility by November 1<sup>st</sup>, an additional penalty of 10% of the delinquent balance will be added to the amount owed.

**Tax Transfer (November 15<sup>th</sup>):** If full payment is not received in hand by November 15<sup>th</sup>, the delinquent amount 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<sup>th</sup>.*

If the tenant responsible for the past due utility charges pays the full amount plus penalties owed to the utility by November 15<sup>th</sup>, the lien is automatically extinguished. If the tenant fails to pay the full amount owed to the utility by November 15<sup>th</sup>, the utility may file notice of all delinquent tenant accounts with liens in effect with the Ozaukee County Clerk of Courts.

If the landlord pays the delinquent utility charges plus penalties owed by the tenant, *whether before or after November 15<sup>th</sup>*, 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 Ozaukee County Clerk of Courts, 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).**