

**PLATTEVILLE WATER & SEWER APPLICATION/TERMINATION FORM**

Service Address: \_\_\_\_\_ Current Account #: \_\_\_\_\_

Landlord/Owner: \_\_\_\_\_ Are you purchasing this property? \_\_\_\_\_

Date to Read Meter: \_\_\_\_\_ (This is the date you are first responsible for the 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 back to the landlord.)*

NAME: \_\_\_\_\_

(REQUIRED) PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING 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 #1 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 #2 is moving and the final bill should be sent to the address as listed.

\_\_\_\_\_  
*Signature* *Date*

*For office use only:* NEW ACCOUNT #: \_\_\_\_\_ Notes: \_\_\_\_\_ Letter \_\_\_\_\_

MXU ID# \_\_\_\_\_ METER READING: \_\_\_\_\_ Scanned? \_\_\_\_\_

## Return this completed form to:

**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

**Email:** [leightyj@platteville.org](mailto:leightyj@platteville.org)

**Questions:** 608.348.1831

### FYI:

**Billing dates** go from the 15<sup>th</sup> of the month to the 15<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> to the 15<sup>th</sup>. You'll receive that bill the first of the next month.

**Bills are always due on or before the 20<sup>th</sup>** of the month. We must receive payment by the 20<sup>th</sup> 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 25<sup>th</sup> 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](http://Platteville.org) > Services > Water & Sewer > View Bill Now

Please note you may need to wait until about the 5<sup>th</sup> 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 20<sup>th</sup> of each month.

**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 20<sup>th</sup>. There is a fee to use this third party service. More information is available on our website.

**VISIT: [Platteville.org](http://Platteville.org) > Services > Water & Sewer**