

APPLICATION FOR BILLING

For New Construction Meter Installation or Upgrade of Service, both the Application for Service and the Application for Billing must be completed.

Property Status

☐ Property Owner		☐ Tenant/Renter	Service Start Date: (date billing responsibility should begin) / /
If Property Owner, will this service address be your primary residence? <i>Determines sales tax eligibility.</i>	☐ Yes ☐ No	If Tenant/Renter, a completed Landlord/Tenant Agreement is required.	

Service Address where Utilities are Provided

House #:	Street Name:	Apt #:
City:	State:	Zip:

Customer Mailing Address if Different from Service Address

House #:	Street Name:	Apt #:
City:	State:	Zip:

Primary Customer Information Responsible for Billing

(Business name if commercial)

First Name:	Middle Initial:	Last Name:
Maiden Name or Previous Last Name:		
Driver License #:	Date of Birth: / /	
Social Security #:	Email:	
Primary Phone #:	Alternate Phone #:	
Is this a commercial account? ☐ Yes ☐ No	FED ID #:	

Secondary Customer Information Responsible for Billing

(Optional. Required to make inquiries or request account changes.)

First Name:	Middle Initial:	Last Name:
Maiden Name or Previous Last Name:		
Driver License #:	Date of Birth: / /	
Social Security #:	Email:	
Primary Phone #:	Alternate Phone #:	

Other Utility Account Information

Have you previously had service with Kaukauna Utilities?		
☐ Never	☐ Former Customer	☐ Current Customer
If former or current customer, list previous service address:		
Are you moving from another Kaukauna Utilities service address?		
☐ No	☐ Yes	What date should your account be closed? / /
Please provide advance notice. Final read dates cannot be before the last billed meter reading.		

Authorization to Discuss my Account

I authorize Kaukauna Utilities to discuss my utility account with:	
Name:	Relationship: ☐ Landlord ☐ Property Manager
<i>This authorization allows the person listed above to inquire about account status and billing information. Personal identifying information will not be disclosed.</i>	☐ Family Member ☐ Other
Applicant Signature:	

Identity Verification Notice

To help prevent identity theft and comply with Federal Trade Commission requirements, Kaukauna Utilities (KU) requires customers to submit an application for billing and provide information necessary to verify identity and residency. Additional identification may be required before billing can be established.

All information provided will be confidential. False information may be cause for disconnection per the Public Service Commission of Wisconsin (PSCW) service rules PSC 113.0301. Residential service may be disconnected or refused for: (i) Failure of an applicant for utility service to provide adequate verification of identity and residency, as provided in sub (3).

KU reserves the right to require a signed application for utility billing. Application for billing shall be made in the legal name of the party obligated to pay for service. Customer will be subject to current rates, rules and regulations as approved by the PSCW. Customer must notify KU when vacating the property to avoid being billed for charges incurred after moving.

Customer Certification

I certify that the information provided is accurate and complete. I understand that utility service is subject to the rates, rules, and regulations approved by the PSCW. I agree to notify KU when vacating the property to avoid additional billing.

Primary Customer Signature:

Date: / /

Secondary Customer Signature:

Date: / /

IF CUSTOMER IS A TENANT/RENTER, PAGE 3 - 4 MUST BE COMPLETED IN ORDER TO PROCESS.

- For Office Use Only -

Validated By:	Customer #:	Account #
Date Processed:	Entered By:	

Landlord/Tenant Agreement

A new Landlord/Tenant Agreement is required at each tenant changeover. Please provide advance notice. Final read dates cannot be before the last billed meter reading.

Rental Property Address

Apartment/Unit #:	Street Name:		
City:	State:	Zip:	

Pursuant to Wis. Stat. §66.0809(5)(a), a property owner ("landlord") may notify the utility in writing that a tenant is responsible for payment of utility charges for a residential rental property. By completing this form, the landlord provides the written notice required by Kaukauna Utilities to receive notices regarding tenant delinquencies. Upon receipt of this form, Kaukauna Utilities will follow the procedures outlined in Wis. Stat. §66.0809, including delinquency notices, annual tax roll notices, and applicable lien procedures.

Important Information for Landlords and Tenants

- Tenants are responsible for utility charges during occupancy.
- Landlords will receive delinquency notices as permitted by law.
- Utility charges may be subject to collection remedies authorized by Wisconsin law and applicable local ordinances.
- KU must be notified when occupancy changes.
- Final meter readings require advance notice. Final read dates cannot be before the last billed meter reading.

The detailed statutory notice below is provided pursuant to Wisconsin law.

Notice and Lien Process

Utility Collection Procedures: Depending on the municipality in which service is provided, delinquent utility charges, including electric, water, and sewer charges, may be subject to collection procedures authorized by Wisconsin law and applicable local ordinances. Collection remedies may vary by service territory.

Delinquent Notices: Delinquent utility charges may be subject to collection actions, including but not limited to disconnection, lien procedures, or tax roll placement. If a tenant fails to pay their monthly utility bill, the landlord and the tenant will be mailed a notice of delinquent water and sewer utility charges 14 days after the monthly due date. If electric charges become delinquent, a separate notice shall be mailed to the landlord and the tenant notifying of possible electric service disconnection to the property. In certain circumstances where disconnection is not appropriate due to health, safety, or operational concerns, Kaukauna Utilities may pursue alternative collection remedies for delinquent electric utility charges as permitted by law and local ordinance.

Tenant Vacates Premises: If the tenant vacates the premises, in order for the Utility to continue sending notices to the tenant regarding delinquent utility charges, the landlord must provide the Utility with the tenant's forwarding mailing address within 21 days after the tenant vacates the rental unit.

Pre-Tax Notice (October 15): Both the landlord and tenant will be mailed a notice on October 15 of each year for any delinquent utility charges eligible for tax roll placement that were incurred prior to October 1. Once mailed, a statutory lien is created against the tenant's personal assets, which will only be enforced if the delinquent utility charges are not paid by November 15.

Tax Penalty (November 1): If full payment has not been received by the Utility by October 31, an additional penalty of 10% will be added on November 1 to any delinquent utility charges subject to tax roll placement.

Tax Transfer (November 15): If full payment is not received between November 1 and November 15, delinquent utility charges listed in the Pre-Tax Notice, 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.

Additional rights and responsibilities apply when a valid Landlord/Tenant Agreement is on file with Kaukauna Utilities.

- 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 delinquent utility charges plus penalties. The lien becomes effective if a Pre-Tax Notice is mailed to the tenant on October 15.
- If the tenant responsible for the delinquent utility charges pays the full amount plus penalties owed by November 15, this lien is automatically extinguished. If the tenant fails to pay the full amount owed by November 15, a notice may be filed at the County Clerk of Courts listing all delinquent tenant accounts with liens.
- If the landlord pays the delinquent utility charges plus penalties owed by the tenant, whether before or after November 15, the lien on the tenant's personal assets automatically transfers to the landlord as provided by Wisconsin law. The landlord may then file notice of the lien with the 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. §66.0809(3m)(a), §66.0809(3m)(b), and §66.0809(4)(a).

Landlord Information

Owner's (Landlord) Name:	Mailing Address:
Primary Phone #:	Alternate Phone #:
Email:	

Landlord Responsibilities

By signing below, I acknowledge that:

- I will notify Kaukauna Utilities of tenant occupancy changes.
- I am responsible for utility charges incurred during vacancies.
- I will cooperate with utility access requirements.
- I have reviewed and understand the Notice and Lien Process.
- I understand that unpaid utility charges may ultimately become my responsibility as permitted by law.

Landlord or Property Manager Name (Printed):	
Landlord or Property Manager Signature:	Date: / /

Tenant Responsibilities

By signing below, I acknowledge that:

- I am responsible for utility charges during my occupancy.
- I will notify Kaukauna Utilities when I move out.
- Delinquent balances may be subject to collection actions, lien procedures, tax roll placement where authorized by law, or other remedies available to the Utility.
- I have reviewed and understand the Notice and Lien Process.

Primary Tenant Signature:	Date: / /
Secondary Tenant Signature:	Date: / /