



DODGEVILLE UTILITIES APPLICATION/TERMINATION FORM

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

Landlord/Owner: _____ I am _____ 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 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 Dodgeville 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: _____

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

I, _____ *(Insert name)*, the owner, agent, or tenant of the property stated above, hereby inform the Dodgeville 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.

Typing your name here constitutes a signature.

Signature

Date

Please return this completed form to:

Email: utilities@ci.dodgeville.wi.us

Mail: Dodgeville Water & Sewer
100 E Fountain St
Dodgeville, WI 53533

Drop off:

- Inside City Hall at 100 E Fountain Street
- Outside City Hall in convenient drop boxes located on the curb outside of City Hall or attached to the building at City Hall

Fax: 608.930.7679

Questions: 608.930.3520

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 Dodgeville 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 receive copies of disconnection notices sent. Disconnections for non-payment occur on the second Tuesday of the next month.

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. Contact the Dodgeville Utility Office for the form.

Other payment options are available through the AllPaid. You can pay with a credit or debit card . There is a fee to use this third-party service. Contact the Dodgeville Utility Office for more information.

VISIT: <https://dodgevillewi.gov> > **Your Government**> **Forms & Applications**