



**APPLETON UTILITIES DEPARTMENT
LANDLORD/TENANT INFORMATION
FOR RESIDENTIAL RENTAL UNITS**

SERVICE ADDRESS: _____

NEW TENANT INFORMATION:

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Move in Date: _____

LANDLORD/MANAGEMENT INFORMATION:

PROPERTY OWNER INFORMATION:

Last Name: _____ First Name: _____

DBA: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

MANAGER CONTACT INFORMATION: (if different than owner)

Last Name: _____ First Name: _____

DBA: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

LANDLORD AGREEMENT:

Name (Printed): _____ Date: _____

Signature: _____

As the landlord for this service address, I accept responsibility for notification to the City of Appleton Utilities for any changes in occupancy. I acknowledge that I am responsible for payment of all City of Appleton Utilities during vacancies for this service address and for working with the Utility if access is needed to the property.

TENANT AGREEMENT:

Name (Printed): _____ Date: _____

Signature: _____

As the tenant for this service address, I accept responsibility for payment of all City of Appleton Utility charges associated with this rental unit during my occupancy. I 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.

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

City of Appleton
Finance Department
100 N. Appleton St
Appleton, WI 54912

OR

Fax to:
(920) – 832-6317

NOTICE AND LIEN PROCESS

Delinquent Notices (Quarterly): The property owner will be mailed a notice of the past due balance if a tenant fails to pay the quarterly billing within 20 days of the billing and late fees are applied.

Tenant Vacates Premises: If the tenant vacates the premise, in order for the Utility to continue sending notices to the tenant regarding a past due balances, the landlord must provide the City of Appleton Utility Office 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 landlord no later than 21 days after the date on which the tenant vacates the rental unit.

Lien and Delinquent Account Tax Roll Notice (October 15th): Both the property owner and the tenant will be mailed a notice of the past due balance for any debt incurred prior to October 1st. Once this notice has been sent, a statutory lien is created against tenant's personal assets, which will only be enforced if the past due balance is not paid by November 15th.

Tax Roll Penalty (November 1st): If payment has not been made to the Utility by November 1st, a penalty of 10% of the past due amounts will be added to the amount owed.

Special Assessment Tax Transfer (November 15th): If full payment of the past due amount is not received by November 15th, the past due amount plus the 10% penalty, will be levied as a special assessment against the property owners real estate taxes. This action will be taken in accordance with Wis. Stat. 66.0809 (3). There is no exception from the special assessment 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 written notification is received wherein it is stated that tenant is responsible for payment of utility charges at the rental dwelling unit, Wisconsin laws 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 upon the mailing of the Lien and Delinquent Account Tax Roll Notice is mailed on October 15th.*

If the tenant responsible for the past due utility charges pays the full amount plus penalties owed to the Utility by November 15th, this lien is automatically extinguished.

If the property owner pays the past due utility charges plus penalties owed by the tenant, *whether before or after*, November 15th, Wisconsin law requires the Utility to transfer its lien on the tenant's personal assets to the property owner. The property owner may then file notice of the lien with County Clerk of Court, and notice of the lien will appear under the tenant's name in the Wisconsin Consolidated Court Automated Program (CCAP). The property owner may thereafter take action to enforce the lien against the tenant's personal assets.

*For questions regarding the form or the notice and lien process, please call the
City of Appleton, Finance Department at (920) 832-6442*