



Application/Termination Form

Service Address: _____ (Lancaster WI) Current Account #: _____

Landlord/Owner: _____ Are you selling/purchasing this property? Yes/No

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: _____

PHONE: _____ EMAIL: _____

SSN: _____ OR DRIVERS LICENSE #: _____

MAILING ADDRESS (if different from service address): _____

Consent to Release Information: Pursuant to and in accordance with WI Stat. Sec. 196.137, the Lancaster 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 ON AUTO-PAYMENT: YES: _____ NO: _____

I, _____, (Print Name) the owner, agent or tenant of the property stated above, hereby informs the Lancaster 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 _____

Please return this completed form to:

Email: jennyo@lancasterwisconsin.com

Mail: Lancaster Water & Sewer Department
206 S Madison St
Lancaster WI 53813

Drop off:

- Inside City Hall at 206 S Madison St, 2nd floor
- Outside City Hall in the convenient drop box located at the right of the front door

Fax: 608.723.4789

Questions: 608.723.6225

Billing dates go from the 20th of the month to the 20th 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 20 to May 20 *plus* May 20 to May 31).

If you are moving in on the 1st of the month, your first bill be about a half of a bill. You will only be billed for water/sewer used from the 1st to the 20th. You'll receive that bill the first of the 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 Lancaster for us to receive your payment.

Disconnection notices for balances over \$125.00 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.

Sign up for e-bills: Visit lancasterwisconsin.com > Pay Online

GO PAPERLESS! Please note you may need to wait until about the 5th 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 20th of each month. Forms available at lancasterwisconsin.com

Other payment options are available through Payment Service Network. You can pay with a credit card or debit or schedule an automatic payment for a different date from the 20th. Information is available on our website.

REMINDER: NOTIFY POST OFFICE OF ADDRESS CHANGE OR THEY WILL NOT DELIVER MAIL