



APPLICATION / TERMINATION FORM FOR UTILITY ACCOUNTS

CITY OF LANCASTER, WISCONSIN

Notification to Municipal Billing Specialist is due one (1) week prior to start / stop service date.

CUSTOMER INFORMATION:

Legal Name(s): _____

Phone # (REQUIRED): _____ E-mail (OPTIONAL): _____

Driver's License / State Identification, Social Security, or Passport # (REQUIRED): _____

START SERVICE / MOVING IN:	Account No. <i>(office use only)</i>
Service Address: _____ (Lancaster, WI)	
Date to Read Meter: _____ <i>(Date you are first responsible for the water/sewer at the service address.)</i>	
Reason for start service: <input type="checkbox"/> Purchasing <input type="checkbox"/> Renting <input type="checkbox"/> Other (please explain): _____	
Landlord Name (if applicable): _____	
Mailing Address (if different from service address): _____	

STOP SERVICE / MOVING OUT:	Account No.
Service Address: _____ (Lancaster, WI)	
Date to Read Meter: _____ <i>(Last date you are responsible for the water/sewer at the service address.)</i>	
Reason for stop service: <input type="checkbox"/> Selling <input type="checkbox"/> Renter Moving Out <input type="checkbox"/> Other (please explain): _____	
Landlord Name (if applicable): _____	
Forwarding Address for Final Bill (REQUIRED): _____	
Was this account on auto-payment? <input type="checkbox"/> Yes <input type="checkbox"/> 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 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.

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 / landowner will receive copies of all disconnection notices sent.)*

Customer Signature: _____ Date: _____

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

Please return this completed form to:

E-mail: billing@lancasterwisconsin.com

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

Fax: 608.723.4789

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

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.

Sign up for e-bills: Visit www.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 are available in our office or online at www.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. There is a fee to use this third-party service. More information is available on our website.

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