

Landlord/Owner Notification of Tenant Responsibility for Water/Sewer Bill 2015-03

Purpose

The Village recognizes that residential rental properties require additional information, and have account information updated more frequently compared to other residential properties for the purpose of water/sewer utility accounts. The PSC allows for municipalities to accept new tenant information verbally, in writing or from a formal landlord/tenant agreement. The purpose of this policy is to provide the following:

- Ensure the Village is in compliance with PSC regulations related to water/sewer billing of residential customers.
- Create guidelines for landlords and tenants to follow when setting up a water/sewer account.
- To ensure proper notification is provided to landlords and tenants regarding the water/sewer billing of residential property.

Application

The Village will accept information verbally or in writing for new utility accounts from either the tenant or the landlord of a residential property. When the landlord has provided the information regarding a new tenant, the Village shall notify the tenant in writing of their responsibility for the water/sewer utility bill. The landlord and tenant will provide contact information for the account to allow for billing statements to be properly received.

Policy Considerations

The Village of Cross Plains Water Utility will continue to comply with all PSC requirements for utility billing. The Village will continue to copy landlords on past due bills of tenants of residential properties.

Policy #2015-03 will take effect immediately upon adoption by the Village Board for the Village of Cross Plains.

Dated this 26th day of October, 2015.

Village of Cross Plains:

Attest:

By: 

J. Patrick Andreoni
Village President

By: 

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer