



BELMONT LIGHT & WATER APPLICATION/TERMINATION FORM

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

Landlord/Owner: _____ I am Buying or Renting this property.

Date to Read Meter: _____
(This is the date you are first responsible for the electric/water/sewer/garbage at the above address if moving in or the last date you are responsible for electric/water/sewer/garbage 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 Belmont Light & Water is hereby authorized to release my/our customer account number, usage and status information to the landlord 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 Belmont Light & Water that the person named above in MOVING IN is responsible for the electric, water, sewer, and garbage 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 relocating and the final bill should be sent to the forwarding address listed above..

Typing your name here constitutes a signature.

Signature

Date

Please return this completed form to:

Email: clogsdon@vi.belmont.wi.gov

Mail: Belmont Light & Water
PO Box 6
Belmont, WI 53510

Drop off:

- Inside Village Office 222 S Mound Ave
- Outside Village Office in convenient drop boxes located around the corner from the Village Office.

Questions: 608.762.5142

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 Belmont 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 Belmont Village Office for the form.

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

VISIT: <https://belmontwi.com> > Community>Utilities for Application & Electronic Bill Payment Services