

Wisconsin Act 274
Owner/Tenant Agreements For Wastewater Billing

In accordance with Wisconsin Act 274, the City of Superior is required to provide tenant billing at the owner's request starting January 2015.

Unless otherwise arranged, wastewater bills are set up in the property owner's name and are sent to the owner's mailing address. Owners may make arrangements with tenants for payment of the account if they so choose. It is the sole responsibility of the owner to ensure the bill is paid. Defaults in payments of all charges shall become a lien on the property, pursuant to state law.

The City of Superior now provides owners with the option of having tenants billed directly for wastewater fees. This option is restricted to residential tenant customers with individually metered units. Only one Tenant may be responsible for each metered unit.

To redirect a bill from an owner to a tenant, the property owner(s) must submit a completed copy of the Wisconsin Act 274 Request for Tenant Billing Form, along with the required \$25.00 new account processing fee. The property owner may also elect to get a copy of the bill emailed to them.

New account processing fee: \$25 (nonrefundable) per metered account. When the tenant moves out, the account is redirected back into the property owner's name unless a new owner/tenant Agreement Form is submitted to support a new tenancy. Each time the name on the account changes, it is considered to be a new account, and the property owner incurs the \$25 new account fee.

As required by Act 274, in order to put delinquent sewage on the property owner's taxes, the following procedures will be followed:

- The City will provide notice to the owner if the tenant's account is past due. Notices will be sent 14 days after the charges become delinquent. These notices may be sent electronically.
- If the owner provides the City with the tenant's forwarding address within 21 days after the tenant leaves, the City will continue to send past-due notices to the tenant at the forwarding address until either the charges have been paid or the utility has started the procedure for collecting the charges as a property tax lien. To issue an accurate final bill, usage must also be provided.
- The City will send the Oct 15 delinquency notice stating that unpaid charges will become a lien on the property taxes to both the tenant and the owner, and will notify the tenant of the lien against the tenant's assets.

A statutory municipal lien will be established against the tenant's assets when the Oct 15 notice is sent. The Lien will transfer to the owner if the owner pays the delinquent charges. The owner can file the Lien with the Clerk of Courts. If the Lien is filed by the owner, the owner is also responsible for filing the Satisfaction of Lien when the tenant pays the amount of the Lien.

Even with an active owner/tenant Agreement, the owner is still the legal guarantor of the account and as such is still ultimately responsible for payment of all charges.

Accounts not paid in full by November 1 each year will be assessed a ten (10) percent penalty. Accounts not paid in full by November 15 each year will be assessed to owner's property tax.

City of Superior Request for Tenant Billing Form

(To Ensure Proper Mail Delivery Please Print Legibly)

Account Number: _____

Date You Want Tenant to Start Being Billed (move in date mm/dd/yy): _____

Service Address (where the water meter is located): _____

Name of Tenant To Be Billed: _____

Tenant Phone Number (list for each tenant): _____

Tenant's Mailing Address if Different (include City, State, Zip Code): _____

Tenant Should Be Billed For: Sewage Recycling Garbage Stormwater

Is \$25 processing fee enclosed? This fee is nonrefundable. Request will be returned if not enclosed.

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Is \$25 processing fee enclosed? This fee is nonrefundable. Request will be returned if not enclosed.

By signing this form I am stating that I am the owner of the property/properties listed above and that I have read and understand that as the owner of the above property I am still the legal guarantor of the account and as such am still ultimately responsible for payment of all charges.

Owner's Name: _____ Owner's Phone #: _____

Owner's Mailing Address (include City, State, Zip Code): _____

I would like my duplicate copy of the tenant's bill by Mail Email
(as the landlord/property manager, you will receive either mailed or emailed copies of your tenant's bill. You will still be notified by mail if your tenant is past due even if you pick emailed copies of the bills)

Email Address (to receive copy of bill): _____

Signature: _____ Date: _____



Mail to: City of Superior-Finance
Owner/Tenant Billing
1316 N 14th St Room 200
Superior, WI 54880