



Utility Services Transfer Form

DURAND WATER, SEWER & STORM UTILITIES

PHONE: (715) 672-8770

104 E. MAIN STREET/P.O. BOX 202 DURAND WI 54736

FAX: (715) 672-8236

EMAIL: amorgan@durandwi.gov or jking@durandwi.gov

Service Address: _____ Last Date of Service: _____

The Utility will obtain the final meter reading for the property, and a special meter reading charge will be assessed.

FINAL BILLING INFORMATION (Customer Ending Service)

Send Final Bill To: _____ Telephone: _____
Mailing Address: _____

NEW CUSTOMER INFORMATION (Customer Starting Service)

****All customers listed on the utility bill must sign the form****

Customer Name: _____ Name 2: _____
Mailing Address: _____
Telephone: _____ Email: _____ <input type="checkbox"/> Check here to have your bill emailed.

CUSTOMER AGREEMENT

(Signature required for all transfers)

I hereby accept responsibility for all charges pertaining to water usage, sanitary sewer and storm water service for the above-referenced property from the date listed above until such time that I notify the City in writing or by phone that I have vacated the premises. I hereby authorize the property owner to have access to information related to my account. I understand that special billing charges may be billed to my account as applicable. I understand that any unpaid balances as of November 15 of each year will be placed on the tax roll and become a lien against the property.	
Customer Signature: _____	Date: _____
Customer Signature: _____	Date: _____

LANDLORD INFORMATION (if applicable)

(Signature required if account is going into a tenant's name)

Landlord: _____ Name 2: _____
Mailing Address: _____
Telephone: _____ Email: _____

LANDLORD AGREEMENT

(Signature required if account is going into tenant's name)

As the owner/management company of the above-reference property, I hereby authorize the City of Durand to send utility bills directly to the above-names tenant. I understand that I will receive a monthly copy of the utility bill. I understand that any unpaid balances as of November 15 of each year will be placed on the tax roll and become a lien against the property. I also understand that if at any time my tenant requests discontinuation of service and the Utility has not received a transfer form for a new tenant, the account will then default back into my name and a special billing charge may be billed to my account.	
Landlord Signature _____	Date: _____
Landlord Signature _____	Date: _____