

**City of Darlington**  
**Municipal Water & Sewer Department**  
**Application/Termination Form**

Service Address: \_\_\_\_\_ (Darlington WI) Current Account #: \_\_\_\_\_

Landlord/Owner: \_\_\_\_\_ Are you selling/purchasing this property?

Are you renting this property? \_\_\_\_\_ Date to Read Meter: \_\_\_\_\_ (This is the date you are first responsible for the water/sewer at the above address if moving in or the last date you are responsible for water/sewer if moving out.)

**MOVING IN: Information for NEW responsible customer (Please print)**

(Tenants: If you are moving in and don't know the old tenant's information, the account will revert to the landlord.)

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS (if different from service address): \_\_\_\_\_

**Consent to Release Information:** Pursuant to and in accordance with WI Stat. §196.137, the City of Darlington Municipal 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/land owner will receive copies of all past due and disconnection notices sent.)**

**Customer:** \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**MOVING OUT: Information for PREVIOUS 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/FORWARDING ADDRESS FOR FINAL BILL: \_\_\_\_\_

WAS THIS ACCOUNT ON AUTO-PAYMENT: YES: \_\_\_\_\_ NO: \_\_\_\_\_

I, \_\_\_\_\_, (Print Name) the owner, agent or tenant of the property stated above, hereby informs the City of Darlington Water & Sewer Department that the person named above as the NEW responsible customer 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 as the PREVIOUS responsible customer is moving and the final bill should be sent to the address as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*For office use only:* NEW ACCOUNT #: \_\_\_\_\_ METER READING \_\_\_\_\_

OLD ACCOUNT#: \_\_\_\_\_ METER READING: \_\_\_\_\_

Notes: \_\_\_\_\_ Letter Mailed \_\_\_\_\_

**Please return this completed form to:**

**Mail:** City of Darlington  
Municipal Water & Sewer Department  
P.O. Box 207  
Darlington, WI 53530

**Drop off:**

- City of Darlington Municipal Building, 627 Main St.
- At Piggly Wiggly in the convenient drop box located at the right of the lottery machine

**Fax:** 608-776-4974 ATTN: Water & Sewer Dept

**Questions:** 608-776-4970 during regular office hours Monday – Friday 8 am – 4:30 pm

**Billing:** Bills for water and sewer service are rendered quarterly and become due and payable upon issuance following the period for which service is rendered.

**Meters are read:**

February 28<sup>th</sup>  
May 31<sup>st</sup>  
August 31<sup>st</sup>  
November 30<sup>th</sup>

**Bills are sent:**

March 31<sup>st</sup>  
June 30<sup>th</sup>  
September 30<sup>th</sup>  
December 31<sup>st</sup>

**Bills are due:**

April 20<sup>th</sup>  
July 20<sup>th</sup>  
October 20<sup>th</sup>  
January 20<sup>th</sup>

**A late payment charge** of 3% but not less than 50 cents will be added to bills not paid within 20 days of issuance. This 3% late payment charge will be applied only to any unpaid balance for the current billing period's usage. This late payment charge is applicable to all customers. The utility customer and landlord may be given a written notice that the bill is past due no sooner than 20 days after the bill is issued, and unless payment or satisfactory arrangements for payment is made within the next 10 days, service may be disconnected pursuant to Wis. Admin. Code Ch. PSC 185.

**Disconnection notices** are sent out within 10 days of a past due notice being sent without a deferred payment agreement in place. Your landlord will receive copies of disconnection notices sent. All customers whose service is disconnected shall be required to pay a reconnection charge. A reconnection charge of \$30 during regular office hours and \$45.00 after regular office hours will be assessed.

**Deferred payment agreements** can be set up to pay installments on your bill. If you do not pay installments as agreed, the utility may disconnect your service. The utility does not have to negotiate a new agreement before it dis-connects your service. It is the customer's responsibility to inform the utility of any significant changes in your ability to pay.

**Automatic payment** is available through our office at no charge using a checking account. Your payment will automatically be processed five days before the due date or the same amount each month can be withdrawn on the 15<sup>th</sup> of each month. ACH forms can be picked up in the City Office or found online and mailed to the Water & Sewer Dept <https://darlingtonwi.org/forms-permits/>.

**Other payment options** are available through Official Payments. You can pay over the phone or online for a fee with a credit card, debit card, or e-check. Information is available online <https://darlingtonwi.org/credit-card-payments/>.

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