

**UTILITY SERVICE TRANSFER FORM**  
**Eau Claire Water, Sewer, and Storm Water Utilities**  
**PO Box 909, Eau Claire, WI 54702-0909**  
**(715) 839-4954**

OFFICE USE ONLY	
Account #	
Winter Quarter	

**Property Address:** \_\_\_\_\_

Meter Read Inside	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>New Customer Previous Address</b>
Final Billing Date:	_____							

Final Billing Information (Ending Service)	New Customer Information (Beginning Service)
Send Final Bill to: <u>VINOPAL TITLE AND ABSTRACT</u>	New Customer _____
Name – 2 or C/O _____	Name – 2 or C/O _____
Mailing Address: <u>1030 REGIS COURT</u>	Mailing Address: _____
_____	City, State, Zip _____
City, State, Zip <u>EAU CLAIRE, WI 54701</u>	Telephone # _____
	<b>Charge = \$15.00 to be billed on account</b>

**New Customer – Tenant Agreement (New Owner)**

As the owner, I hereby accept responsibility for all charges pertaining to water usage, sanitary sewer service, and/or storm water management from the above date and water meter reading. I agree to have the \$15.00 administrative charge billed to my account.

New Owner Signature \_\_\_\_\_  
 (New Owner or Agent) (Date)

**New Customer – Tenant Agreement**

I hereby request that the Utility send all bills directly to the tenant and waive my right to receive all bills relative to water usage, sanitary sewer service, and/or storm water management for the above property address. I understand that any unpaid balance as of November 15<sup>th</sup> of each year will be placed on the tax roll and become a lien against the property. I agree to the \$15.00 administrative charge billed to my account.

New Owner Signature \_\_\_\_\_  
 (Owner or Agent) (Date)

Tenant Signature \_\_\_\_\_  
 (Date)

**OWNER/TENANT OPTIONAL AGREEMENT-REQUIRES COPY OF LEASE**

(OPTIONAL) Owners of rental dwelling units may select to be notified of past due charges within 14 days of the date on which the tenant's charges become past due. If you qualify and wish to receive such notification, you must attach a copy of the rental or lease agreement in which the tenants' assume responsibility for the payment of the utility charges, and you must print your name and mailing address below.

**Owner Information Required**

Owner Name (Print) \_\_\_\_\_

Mailing Address \_\_\_\_\_