



Water Works and Lighting Commission  
221 16th St. So. P.O. Box 399 Wisconsin Rapids, WI 54495-0399  
715/423-6300 FAX: 715/423-2831

**Landlord's Notice of Delinquent Utility Bill**

DATE

**Landlord Name**  
**Mailing Address**

**ACCOUNT: 999999999**  
**SERVICE ADDRESS: Service Address**  
**PARCEL NUMBER: 99-99999**  
**ELECTRIC BALANCE: \$0.00**  
**WATER BALANCE: \$0.00**  
**SEWER BALANCE: \$0.00**  
**TOTAL AMOUNT DUE: \$0.00**  
**TOTAL AMOUNT DUE: \$0.00**

*(if paid after October 31, but before November 15)*

Dear Utility Customer:

In accordance with the Wisconsin State Statue 66.0809 and Wisconsin Rapids Municipal Code section 2.24, any electric and water charges that remain unpaid will be added to the property owner's property taxes. As a collection agent for the City of Wisconsin Rapids, the Water Works and Lighting Commission (WW&LC) will also add any unpaid sewer and storm sewer charges to the property taxes.

In order to avoid the 10% penalty, payment must be made by October 31st. **If payment is made after October 31st, you must pay the second amount listed above.** Your payment must be received, not postmarked, by November 14th as the tax roll is due to the County on November 15th.

If you are in dispute or should have any questions regarding this matter, please contact our office at (715) 422-9044. Please enclose a copy of this letter with your payment and indicate TAX ROLL PAYMENT and account number on your check.

Sincerely,

WATER WORKS & LIGHTING COMMISSION

CC: **Tenant Name**