



*Water Works and Lighting Commission*

221 16th St. So. P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 [www.wl.com](http://www.wl.com)

Landlord Name/Address

**Date:**

**Regarding your property at: Service Address**

Dear Landlord,

This letter is to inform you that a customer residing at the rental property listed above has requested termination of their electric and/or water service effective **Date of Termination**.

Since you are the owner of this property, Water Works and Lighting Commission must inform you that effective that same date, you will be responsible for the electric and/or water service for the vacant property pursuant to Wisconsin State Statute 196.643.

If you choose not to be the responsible party, you will need to contact us **within 15 days of the date of this notice** with either the name of the party now responsible for service to this unit or request to terminate the service to this unit effective the day following your request for termination. If you request that the service be terminated you must confirm that terminating service will not endanger human life or health, or cause damage to property.

If you have any questions, please call Customer Service at 715-423-6300 from 7:30 AM – 3:30 PM Monday through Friday.

Sincerely,

Customer Service

Wisconsin Rapids Water Works and Lighting Commission