

Acct: # _____

Date Received _____



VILLAGE OF MONTFORT
102 E PARK ST, PO BOX 157
MONTFORT, WI 53569
608-943-6917
CLERK@MONTFORTVILLAGE.COM

Water Account Set-Up

Account number: _____ (assigned by office) Move in Date: _____

REQUIRED BILLING INFORMATION

Name: _____ Date of birth: _____

Driver's License or Social Security #: _____ Phone #: _____

Property Address: _____

Mailing Address: _____

Spouse/Roommate Name: _____ Date of birth: _____

Driver's License or Social Security #: _____ Phone #: _____

Email address: _____ ****Receive bill via email? Yes or No**

I understand that the Village of Montfort bills for water/sewer/garbage/recycling on a monthly basis on the 18th day with payment due by the 17th day of the following month. I understand if my bill is not paid in full by the due date, it is subject to penalties including late fees and possible disconnection. I understand that if I vacate the property without giving written notice, I am responsible for the monthly charges until the Village receives notice. If my account is in arrears as of October 1 of each year, the balance plus penalty will be added to the tax roll of the property.

****Do you have a dog to license? Yes or No**

APPLICAN'TS SIGNATURE _____

Please sign & print name clearly after signature

Spouse/Roommate Signature: _____

Please sign & print name clearly after signature

Return To:

Montfort Water and Sewer

102 E. Park Street

PO Box 157

Montfort, WI 53569

Please Note: Montfort Utilities provides water, sewer and garbage services.

POLICY ON WATER DISCONNECTS

This policy will be consistently followed. Disconnects will begin if bills are unpaid 30 days.

The purpose of this policy is to establish guidelines which are to be followed in a uniform manner, exercised consistently, and in accordance with the rules of the Wisconsin Administrative Code, Chapter PSC 185.

Reasons for disconnection include:

1. Failure to pay a delinquent account, deposit request, deferred payment agreement or court-awarded costs or fees incurred by the Village of Montfort for collection,
2. Failure to pay an outstanding, undisputed account balance owed at a previous address or at an address where the customer still resides and there is not a payment arrangement in place,
3. Failure to provide the Village of Montfort personnel access to meters or other utility equipment,
4. Interfering with proper metering,
5. Unauthorized reconnection of service, or
6. Where an unsafe or dangerous situation exists (can be shut off without notice).

Utility payments are due twenty (20) calendar days from the date of billing. For example, a billing issued on September 25th is due on October 15th. The Village of Montfort sets their due date to the 17th each month.

After 30 days past the due date or when one of the above occurs except item number 6, the resident or landlord and tenant will receive the following notice.

DISCONNECTION NOTICE

The bill enclosed with this notice includes your current charge for Utility service and your previous unpaid balance. You have 10 days to pay the Utility service arrears or your service is subject to disconnection.

If you fail to pay the service arrears, or fail to contact us within the 10 days allowed to make reasonable payment arrangements, we will proceed with disconnection action.

To avoid the inconvenience of service interruption and an additional charge of \$20.00 for reconnection, we urge you to pay the full arrears IMMEDIATELY AT THE VILLAGE OFFICE.

If you have entered into a Deferred Payment Agreement with us and have failed to make the payment you agreed to, your service will be subject to disconnection unless you pay the amount due within 10 days.

If there is an existing medical emergency in your home and you furnish the Village Office with a statement signed by either a licensed physician or a public health official, we will delay disconnection of service for up to 21 days. The statement must identify the medical emergency and specify the period of time during which disconnection will aggravate the existing emergency.

In any situation where you are unable to resolve billing disputes or disputes about the grounds for disconnection with our utility contacts, you may make an appeal to the Wisconsin Public Service Commission, Madison, Wisconsin.

DISCONNECTION AND RECONNECTION

Prior to disconnection, the Village of Montfort will make an attempt to personally contact the customer. Once disconnection takes place, the resident or current tenant must pay 100% of the outstanding charges plus a reconnection fee, as previously stated, to be reconnected.

Requests for reconnection must be made between the hours of 8 am and 3pm Monday through Friday except on holiday. Reconnection may take place on the following business day if made after 3 pm. Outstanding balances and the reconnection fee must be made in full before service is restored.