

THE CITY of *Altoona*

# WATER UTILITIES

1303 Lynn Ave, Altoona, WI 54720 | 715-839-6092 x 4004 | [utilities@ci.altoona.wi.us](mailto:utilities@ci.altoona.wi.us)

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## Account Transfer Forms

Owner Occupied

[click here](#)

Tenant Occupied

[click here](#)

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# Utility Service Transfer Form

## Owner Occupied

**Account No:**

**Service Address:**  **Effective Date:**

**Meter Reading:**   
**Sprinkler Meter Reading:**

Read meter for date of vacancy. Include ALL numbers. The customer may have the City obtain the final meter reading for a \$25.00 charge.

**Final Billing Information (Customer paying final bill)**  
Please note that there is a \$25 fee to generate a bill mid-billing cycle.

Send Final Bill To: \_\_\_\_\_ Name 2 or c/o: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**New Billing Information (Customer Beginning Service)**

Customer Name: \_\_\_\_\_ Name 2 or c/o: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**New Owner Agreement**

As the owner, I hereby accept responsibility for all charges pertaining to water usage, sanitary sewer service, hydrant fee, and/or storm water management from the above date and water meter reading. I understand that any unpaid balances as of **November 1** of each year will be placed on the tax roll and become a lien against the property.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Direct Payment Authorization**

I authorize the **City of Altoona** to initiate electronic debit entries to my account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Financial Institution's Name: \_\_\_\_\_  
Financial Institution's Address: \_\_\_\_\_  
Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_  
\_\_\_\_\_ Checking OR \_\_\_\_\_ Savings

Account Holders Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Joint Account Holders Signature (Optional): \_\_\_\_\_

**\*\*\*Attach a voided check or Savings deposit slip\*\*\***

# Utility Service Transfer Form Tenant Occupied

**SERVICE ADDRESS:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_  
**Meter Reading:** \_\_\_\_\_  
**Deduct Mtr Read:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

Read meter for date of vacancy. Include ALL numbers. The customer may have the City obtain the final meter reading for a \$25.00 charge.

**MOVING IN>**

**NEW TENANT INFO**

**Primary Applicant:**

NAME: \_\_\_\_\_ DR LIC # \_\_\_\_\_  
 or SSN # \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
*(if different than above)*  
 Email Address: \_\_\_\_\_ Phone No1: \_\_\_\_\_  
 Email Bills?  YES  NO Phone No2: \_\_\_\_\_

**Co-Applicant:**

NAME: \_\_\_\_\_ DR LIC # \_\_\_\_\_  
 or SSN # \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**MOVING OUT>**

**MOVING TENANT "FINAL BILL" INFO**

Send Final Bill To: \_\_\_\_\_ ATTN: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone No1: \_\_\_\_\_  
 Email Bills?  YES  NO Phone No2: \_\_\_\_\_  
**Requesting a "final" bill?** No \_\_\_\_\_ Yes \_\_\_\_\_ (\$25.00)  
**Requesting the City read meter(s)?** No \_\_\_\_\_ Yes \_\_\_\_\_ (\$25.00)

**Owner Agreement**

\_\_\_\_ As the owner, I hereby request that the City sends all utility bills for the above service address directly to the tenant and also sends a "COPY" to the "OWNER INFO" address below.

**OWNER INFO>**

**OWNER OR PROPERTY MGMT CO INFO**

**2ND COPY OR OWNER INFO**

NAME: \_\_\_\_\_ ATTN: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone No1: \_\_\_\_\_  
 Email Bills?  YES  NO Phone No2: \_\_\_\_\_

\_\_\_\_ As the owner, I hereby request that the City sends all utility bills for the above service address directly to the "OWNER INFO" address only.  
 As the owner, I understand that any unpaid balances as of **November 1** of each year will be placed on the tax roll and become a lien against the property. I also understand that if at any time my tenant requests discontinuation of service and the City has not received a transfer form for a new tenant, the account will then default back into my name.  
 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tenant Agreement (If applicable)**

As the tenant, I hereby accept responsibility for all utility charges from the above date and water meter reading. I understand that there is a 3% late fee applied to the utility bill if it is not paid on time.  
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*This form is also available on our website @ [www.ci.altoona.wi.us](http://www.ci.altoona.wi.us)**