

**MONTICELLO UTILITIES**

PO BOX 147, MONTICELLO, WI 53570  
PHONE: (608) 938-4383 FAX: (608) 938-4352

**UTILITY SERVICE FORM  
TENANT OCCUPIED**

Application must be submitted **IN PERSON** with five (5) business days of start of service or services may be disconnected. Missing or incomplete information may delay the start of services. False information can be cause for disconnection of service and/or construed as a "red flag" under Federal Trade Commission guidelines and may be reported to authorities.

**Service Address:**  **First Date of Service:**

**Customer Information**

Your customer information is confidential and will be used by Monticello Utilities (MO) to validate the identities of all parties for this utility account and thereafter to verify the identity of those parties authorized to make inquiries or changes to this account. To meet Federal Trade Commission Identity Theft requirements and for your own protection, a photo ID for each responsible party must be provided and verified by MO staff. We cannot discuss the account with anyone whose identity has not been validated.

**\*\*All customers listed on the utility bill must sign the form\*\***

Customer Name: \_\_\_\_\_ Name 2: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone/Cell No: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Last 4 Digits of S/S No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

**Owner Information**

Owner Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone/Cell No: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner Agreement**

Each time MO notifies the tenant that charges for service are past due for more than one billing cycle, MO will serve a copy of the notice of past due charges on the owner/landowner. If the tenant vacates the rental unit, the responsible parties and owner/landowner needs to provide MO with notice of the date that the tenant vacated the rental unit. Information on the tenants' payment status will be provided by MO to the owner/landlord upon request. I understand that any unpaid balances as of November 15 of each year will be placed on the tax roll and become a lien against the property. I also understand that if at anytime my tenant requests discontinuation of service and the Utility has not received a tenant occupied form for a new tenant, the account will then default back into my name.

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

**Tenant Agreement**

As the tenant, I agree to abide by the Rules and Regulations set forth by Monticello Utilities and the Village of Monticello and to pay for services at the specified rates from the above date. It is understood that copies of the Rules, Regulations and Rates are available for review. Tenant(s) understand that utility charges must be paid in full on or before the due date of each month or service(s) may be subject to disconnection. A 3% late payment penalty will be charged to any unpaid balance not paid on or before the due date. I authorize release of information pertaining to this account to the owner/management company. This information may include but is not limited to, my consumption, bill amounts, and payment information. I further understand that by signing this agreement, the landlord will be notified by mail any time the Utility bills for this address become delinquent, as well as if any balance is subject to the tax roll transfer. I further understand that any unpaid balances as of November 1<sup>st</sup> of each year will be placed on the property owner's tax roll, with penalty. Tenant warrants that all information on this application is true and provided without intentional omission.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Account #: \_\_\_\_\_  
Driver's License or other photo ID verified by office personnel YES NO (circle one) Initials: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Account #: \_\_\_\_\_

Driver's License or other photo ID verified by office personnel    YES    NO (circle one)    Initials: \_\_\_\_\_