LANDLORD

## NOTICE OF SCHEDULED DISCONNECTION OF TENANT

November 15, 2017

LANDLORD
123 Main Street
Marshfield, WI 54449

Our records indicate that you are the owner of the properties listed below. This is a courtesy notice to you that these properties are scheduled for disconnection of electric service on the disconnection date indicated below. You may wish to contact your tenant and discuss the best way to protect your property. Please remember that all lighting and most sump pumps are powered by electricity.

Marshfield Utilities cannot violate customer privacy laws, so we can't discuss specifics of the tenants' accounts with you, including past due balances. If you are no longer the owner, have new occupancy information, or if you choose to have the service transferred into your name, please call our office for assistance.

This written notice is prepared and presented to you in advance of the actual disconnection so you have the optimal amount of time to protect your property. Please be aware that your tenants have received the past due notices, and the information contained within is current and accurate on the date listed above. Your tenant may have made a payment, negotiated a payment plan, or provided us with an intention to vacate the property since this printing.

**Disconnection Date**   11/29/2017

| Customer Name | Address | Customer Account |
|---|---|---|
| TENANT | 2000 S Central Ave | #123456 |

**MARSHFIELD Utilities**

MARSHFIELD UTILITIES
2000 South Central Avenue
Marshfield, WI 54449-0670
Phone: (715) 387-1195



# DISCONNECTION

This Notice is prepared the same day the second billing statement is prepared and only if it shows the past due balance as still unpaid.

If the past due amount remains unpaid by the date listed on the Notice, then disconnection of service(s) will occur.

If you have an eviction clause in your written lease, this would be the time to communicate with your Tenant.

If disconnected, the Tenant will be charged a reconnection fee and Marshfield Utilities will collect a deposit unless they are exempt due to income limits.