

# NOTICE OF TENANT'S UNPAID UTILITY BILL

December 12, 2017

LANDLORD  
123 Main Street  
Marshfield, WI 54449

Our records show you are the owner of the property listed below. This notice is sent to inform you of the past-due status of your tenant's utility bill. Any arrears for utility service which are unpaid as of November 16th are considered a lien on the property and will be placed on the tax roll, pursuant to Section 66.069(1)(b), Wisconsin Statutes.

This is an information update only. Official notification of charges subject to tax roll filing will be mailed to you in October. If you have any information which you feel would help us to contact your tenant, please pass this information on to us.

If you have any questions, or want to verify the payment status of your tenant's account, please call our business office at: (715) 387-1195.

Customer Name and Address	Customer Account	Past Due Balances		Total
		Water	Sewer	
TENANT 2000 S Central Ave	#123456	50.00	75.00	125.00



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



## UNPAID BILL

This Notice is prepared one week after the due date. It is used to notify the Landlord that a Water & Sewer balance is past due and if it remains unpaid it could ultimately be levied onto the property taxes. This is an information only update and the official Tax Roll Notice will be issued in October.

Landlords are encouraged to discuss lease terms with their Tenants.

Landlords are welcome to contact our Customer Service Department to verify if payment has been received and applied to the Water & Sewer balances.