

MARSHFIELD UTILITIES
NOTICE OF PAST DUE AMOUNT AND INTENT TO
TRANSFER TO THE TAX ROLL

October 16, 2017

LANDLORD
 123 Main Street
 Marshfield, WI 54449

Notice is hereby provided by Marshfield Utilities that the account shown below has a past due water and/or sewer balance of which you are the occupant and/or property owner. If payment is not received at our business office, 2000 South Central Avenue by November 1, an additional penalty of 10% of the past due amount will be added to the amount owed.

If full payment is not received at our business office, 2000 South Central Avenue, by November 15 of this year, the past due amounts plus penalties will be levied as a tax against this property. This action will be taken in accordance with Wis. Stat. § 66.0809 (3). There is no exception from the tax levy for rental property although additional provisions may apply to certain rental properties as described on the reverse side.

If you have any questions about this notice, or believe that you have received it in error, please contact our business office. If you are making payment for the water and sewer amounts shown below, please notify us that you want your payment applied to these balances.

Customer Name and Address	Customer Account	Past Due Balances		Total
		Water	Sewer	

TENANT 2000 S Central Ave	#123456	50.00	75.00	125.00
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MARSHFIELD UTILITIES
 2000 South Central Avenue
 Marshfield, WI 54449-0670
 Phone: (715) 387-1195

TAX ROLL

This Notice is used to notify a property Owner or Landlord that a Water & Sewer balance is past due and will be transferred to the Tax Roll unless the payment is made

Mid-October - These notices are mailed out.

November 1 - If the past due amount is not paid, there is also a 10% penalty that is added and we want to notify you in advance so a payment can be made to avoid these extra fees.

November 15 – If the past due amount remains unpaid, the balance will be levied against the property. There is no exception from the tax levy for rental property, however, the Landlord may pay the arrearage and file a notice of lien to collect the debt from the Tenant.

