



CITY OF MERRILL UTILITIES

2401 River St. Merrill WI 54452

*Pursuant to Wis. Stat. §66.0809 (5)(a), a property owner (hereinafter referred to as the “landlord”) is to notify the utility in writing that a tenant is responsible for payment of the residential utility bill in order to provide the landlord with notice should the tenant become delinquent. This form will fulfill the written notice requirements set forth by the Merrill Utilities Office. Upon receipt of this form, the Utility will follow the processes outlined in §66.0809 regarding delinquent notices, annual tax transfer notice of arrears and related lien procedures. This form **must** be received along with the final read request a minimum of three (3) business days prior to the final reading date to avoid billing discrepancies.*

Please complete & return this form to the Merrill Water Utility each time there is a change in tenants at your rental property.

Please note that we will not put a bill into a tenant’s name without the written approval of the property owner.

Forms may be mailed to the Merrill Water Utility, 2401 River St, Merrill, WI 54452, dropped off at the utilities office or emailed to:

merrillutility@ci.merrill.wi.us

Date of Final	Property Address	Send Final Bill to: (include name & address)	Future bills to tenant or owner?	Name of New Tenant (if you wish bills to be sent to tenant)	Phone number of tenant

Owner’s Name Printed: _____ Signature: _____ Date: _____

Owner’s mailing address: _____ Phone: _____