



*Water Works and Lighting Commission*

221 16th St. So. P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 [www.wlc.com](http://www.wlc.com)

Tenant Name/Address

Date:

**Regarding utility service in your name at: Service Address**

Dear Customer:

This letter is to inform you that a third party has instructed us to place utility service in your name at the address listed above effective **Date of Service**.

Water Works and Lighting Commission provides electric and water service and bills for sewer service in this area. One or more of these services have been placed in your name by a third party. As a result, we must inform you that effective that same date, you will be responsible for the utility bill for those services at this property pursuant to Public Service Commission of Wisconsin Chapter 185 of the Administrative Code.

If you choose not to be the responsible party, you will need to contact us **within 10 days of the date of this notice** with either the name of the party now responsible for service to this address or request to terminate the service to this address effective the day following your request for termination. If you request that the service be terminated you must confirm that terminating service will not endanger human life or health, or cause damage to property.

If you have any questions, please call Customer Service at 715-423-6300 from 7:30 AM – 3:30 PM Monday through Friday.

Sincerely,

Customer Service  
Wisconsin Rapids Water Works and Lighting Commission