

**Waterford Sanitary District Billing Policy
For
Property Change of Ownership
And
Non Owner Occupied Service**

Property Change of Ownership

WSD will not perform partial month or partial period billing resulting from the transfer of property ownership (e.g. sale of property). It is the buyer's responsibility to apply for service at time of sale as WSD is not informed by any other means that a sale has occurred. At time of service application the new owner will become responsible for all due and past due billings, and all future billings. Typically at time of sale the transfer agent (bank, real estate agent, attorney, etc.) will request an account billing statement from WSD via a title company, and the buyer and seller will settle the account via a Closing Statement at time of closing. This process is similar to County and local property taxes, and other municipal assessments.

Non Owner Occupied Service

Non Owner Occupied Service typically occurs when property is rented. WSD will not put the name of the tenant on service, the WSD customer of record must always be the property owner. This is similar to County and local property taxes and other municipal assessment. If the name and address of the property owner is known to WSD, invoices for sewer fees will be mailed to the owner at the owner's address. When the address of the property owner is different than the service used address, and it is not known to WSD, invoices for sewer fees will be mailed in the name of the owner, but mailed to the service used address. The official source for owner's name will be Racine County Tax records. As WSD becomes aware of existing discrepancies in owner/tenant information, they will be corrected promptly in accordance with the above procedures.

If an owner requires the tenant be responsible for payment of sewer fees, those requirements are between the owner and tenant, WSD will not participate in those matters.

Unpaid Invoices

Annually, by October 20th of calendar each year, WSD notifies property owners of unpaid delinquent user fees. Customers whose accounts are paid up to date will not receive a notice. On November 15 of each year Racine County is notified of unpaid past due user fees, and Racine County applies a special assessment on the owner's property tax bill. In addition to usual late fees for unpaid user fees, an additional 10% charge is assessed at that time. This is in accordance with Wisconsin State Statutes Section 66.0809, and WSD ordinance Article VI, Section 603(b), as amended from time to time.