



NEAL C. ROOP  
MAYOR  
Email:  
NRoop@NewWindsorMD.org

Phone: 410-635-6575  
Fax: 410-635-2995  
Email:  
info@NewWindsorMD.org

TOWN OF NEW WINDSOR  
211 High Street - P. O. Box 609  
New Windsor, Maryland 21776

## **WATER/SEWER BILL PAYMENT PROCEDURE** **Monthly Payment**

- Meters are read in the last week of March, June, September and December.
- Bills are prepared and mailed out the first week in January, April, July and October.
- Bills are sent to the property owners, regardless of who is living in the home. If tenant makes a request, a duplicate billing can be sent to them. The owner still receives the original bill.
- The property owner, and/or tenant have until the 20<sup>th</sup> of the month to pay the monthly bill without any penalties. The monthly due dates are printed on the bill. Payments are due in full.
- If the monthly payment is not received by the 20<sup>th</sup> a \$20.00 late fee is added. Monthly reminder notices will not be sent.
- If the late monthly payment, late fee and subsequent monthly payment are not received by the 20<sup>th</sup> of the following month the property owner is charged an additional late fee of \$30.00 and a notice is sent to the homeowner. Payment is due by the 20<sup>th</sup> of the next month.
- If all outstanding monthly payments and late fees are not received by the 20<sup>th</sup> a termination notice is posted on the property door. Water service will be terminated 3-5 days after the notice is posted.

Approved: 8/1/11