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**TOWN OF NEW WINDSOR**  
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## **WATER/SEWER BILL PAYMENT PROCEDURE** **Quarterly Payment**

- Meters are read in the last week of March, June, September and December of every year.
- Bills are prepared and mailed out the first week in January, April, July and October of every year.
- 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 30 days from when the bills are mailed out to pay the bill without any penalties. The due date is printed on the bill. Payments are due in full.
- On the 31<sup>st</sup> day after payment is due, a \$20.00 late fee is added and the property owner has 15 additional days to pay the bill.
- After those additional 15 days, the property owner is charged an additional late fee of \$30.00 and a notice is sent to the homeowner with a new due date.
- A termination notice is posted on the property door 3-5 days before the termination day.
- Termination date is approximately 60 days after the original bills were sent out.

Approved: April 20, 2009