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 20th 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 20th 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 20th 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 20th of the next month.

- If all outstanding monthly payments and late fees are not received by the 20th 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