

BILLING PROCEDURE: DELINQUENT PAYMENTS

- A.** Meters will be read monthly. Bills will be rendered by the 1st of the month. The town reserves the right to vary the length of dates for service periods covered.
- B.** Bills for utility services are due by the 10th of the month and become delinquent if not paid in FULL by the close of business on the 20th of month (or next business day) by 5 p.m.
- C.** Failure to receive bills or notices shall **not** prevent such bills from becoming delinquent or relieve the account holder from payment.
- D.** If the account holder believes his bill to be in error, the account holder shall present a claim in person to the utility billing clerk at the Town Hall **BEFORE** the bill becomes delinquent in accordance with the procedures established by the Board of Commissioners.
- E.** If the utility bill is not paid by the close of business on the 20th of the month (or next business day, if the 20th is on a weekend or observed holiday) by 5pm, the account holder will incur a **\$45 penalty**. The penalty amount is \$45.00 for all unpaid accounts in the amount of \$450.00 or less. If the unpaid account is above \$450.00 the penalty will be \$45.00 plus 10% of any amount over \$450.00. Accounts not paid in full by the close of the business on the 20th of the month (or next business day, if the 20th is on a weekend or observed holiday) will be disconnected on the 21st if the month (or next business day)
- F.** Upon discontinuance of service for nonpayment of bills after services have been disconnected for a period of 14 days the deposit will be applied by the Town towards settlement of the account. Any balance will be refunded to the customer. If the deposit is not sufficient to cover the bill, the Town may proceed to collect the balance in the usual way provided by law for the collection of debts.

Customer agrees to comply with all of The Town of Sharpsburg current and future ordinances, rules, regulations, and policies relating to delivery of and billing for utilities to its customers, including, but not limited to deposit requirements, the price of such utilities to the customer, times for payment, penalties imposed for nonpayment and actions which The Town of Sharpsburg may take to enforce its rights under this agreement.

This agreement shall run for so long as the customer is receiving any utilities at customer's premises and until all amounts due to The Town of Sharpsburg hereunder have been paid.

The terms and conditions set forth in this agreement shall be in addition to and not in lieu of any rights, terms or conditions set forth in current or future state or local laws, ordinances, rules, regulations, or policies.

I agree that should I decide to change, alter or discontinue use of any facilities provided by the Town of Sharpsburg, I will notify the utility billing clerk in person 24 hours in advance and will pay **my bill in full at the time service is disconnected**.

I have read the foregoing statement; I understand the same and have received a copy of the same.

Signature of applicant _____