

WATER/SEWER BILLING POLICY EFFECTIVE JANUARY 1, 2017

- Cutoff all water/sewer accounts that are delinquent at 2nd billing, unless an approved payment plan is in place or an approved partial payment is made.
- Payment plans: Qualify for payment plan
 1. A single month's billing must exceed \$400.
 2. Payment plan must not exceed 4 months.
 3. Payment plan must be approved by senior staff or general manager.
 4. Any payment returned as NSF will void the payment plan and account will immediately be due in full.
- Partial payments: Qualifications
 1. 60% of balance is required for 1st payment.
 2. Balance of account is required paid in full at 2nd month or account will be cut-off and all penalties will be applied.
 3. Any payment returned as NSF will void the agreed partial payment agreement and account will immediately be due in full.
 4. Partial payments will only be allowed one time within a twelve month period.
- NSF checks:

The PRVWSD may request payment of account by cash or verified/guaranteed funds for those customers who have issued a check returned as NSF.
- District's Application for Rental License to include language identifying leaseholder as "leaseholder/landlord".
- District's Application for Water & Sewer Service to include language that the "leaseholder/landlord" will be notified of any delinquent accounts.
- Software modifications will be made to allow for notice to the leaseholder either by email or standard mail when rentals are delinquent.