



EXTENSION FOR TIME TO PAY UTILITIES – PROPERTY OWNER

If you do not file for extension prior to shut off, \$35 admin fee is automatically assessed.

NAME: _____

ADDRESS: _____ PHONE: _____

You must demonstrate how you will get your amount caught up before next month's shut off as we cannot offer extensions two months in a row.

Past Due amount: \$ _____ Subject to Turn Off: _____

Current Amount: \$ _____ Subject to Turn Off: _____

Estimated Penalty \$ _____

Shut-off Admin \$ _____

***GRAND TOTAL OF ALL AMOUNTS SUBJECT TO THIS EXTENSION: \$ _____

***Please note, the grand total is subject to change based on when the penalty and interest occur and when the balance is paid off.

PROMISE TO PAY:

I am paying \$ _____ now and will pay \$ _____ on/by _____

ACKNOWLEDGEMENTS : I understand that I must pay the payments as promised or my utilities will be shut off and I will then be required to pay the amount overdue plus a turn –off processing fee before my utilities will be turned back on. This is not a same day service and could occur on the next business day.

I understand that if I do not make the payments (past due, current, and penalties) that no further extensions of any kind will be granted to me for a 12-month period from the date of default.

Customer Signature

Date

CITY HALL USE

GRANTED BY: _____

Initial & Date



EXTENSION FOR TIME TO PAY UTILITIES – RENTER

If you do not file for extension prior to shut off a \$35 shut-off admin fee is automatically assessed.

We do not grant extensions without acknowledgement from your Landlord because delinquent utilities can become a lien on their property

NAME: _____

ADDRESS: _____ PHONE: _____

LANDLORD: _____

You must demonstrate how you will get your amount caught up before next month's shut off as we cannot offer extensions two months in a row.

Past Due amount: \$ _____ Subject to Turn Off: _____

Current Amount: \$ _____ Subject to Turn Off: _____

Estimated Penalty \$ _____

Shut-off Admin \$ _____

***GRAND TOTAL OF ALL AMOUNTS SUBJECT TO THIS EXTENSION: \$ _____

***Please note, the grand total is subject to change based on when the penalty and interest occur and when the balance is paid off.

PROMISE TO PAY:

I am paying \$ _____ now and will pay \$ _____ on/by _____

CUSTOMER ACKNOWLEDGEMENTS : I understand that if I do not make the payments as promised above (past due, current, and penalties) that no further extensions of any kind will be granted to me for a 12-month period from the date of default.

Customer Signature

Date

LANDLORD ACKNOWLEDGEMENT: I am aware of and give permission for the extension requested by this tenant.

Landlord's Signature

Date

CITY HALL USE

GRANTED BY: _____

Initial & Date