



# 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