

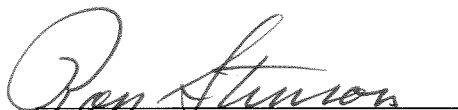
ORIGINAL



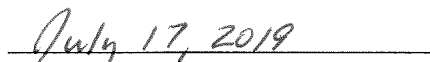
## CITY OF FALMOUTH UTILITY EXTENSION POLICY

The City of Falmouth has a strict disconnect policy where utilities are concerned. However, in our effort to work with residents when help is needed, we offer an extension policy for late payments. Those guidelines are as follows:

1. Tenants that rent: An extension can only be granted with prior approval by the property owner.
2. An extension request form must be completed and notarized by both property owner and tenant.
3. Property owners that need an extension must also complete and have notarized the extension request form.
4. An extension can only be granted on the current month's bill that is due on the 10<sup>th</sup> of the month.
5. One half (1/2) of any amount due must be paid at time of the extension request.
6. Balance of amount owed must be paid by 28<sup>th</sup> of same month.
7. There will not be any balances carried forward to the next month. (The reason for this is a new bill is generated on the 28<sup>th</sup> of each month making a new bill plus any outstanding balance due).
8. Failure to pay on the agreed date of extension will result in immediate disconnect, with a reconnect fee plus extension amount due before service is restored.
9. CAC payments will be exempt from extensions; however, any amount due that is over the CAC payment will adhere to the same extension rules.
10. Three extensions per calendar (Jan-Dec) year are permitted.
11. Upon the necessity of a fourth extension within the calendar year, a \$50 deposit will be required; as will each subsequent extension after three. This deposit will be added to the utility account and kept on file until such time service is no longer required.

  
\_\_\_\_\_  
Mayor Ron Stinson

  
\_\_\_\_\_  
City Clerk/Treasurer Ramona Williams

  
\_\_\_\_\_  
Date

ORIGINAL

# CITY OF FALMOUTH

## Extension Request

Date: \_\_\_\_\_

Account No: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**Before Extension is granted 1/2 of balance due must be paid.**  
**NO extensions will granted beyond the 28<sup>th</sup> of the month.**

Remaining balance must be paid in full by the 28<sup>th</sup> of \_\_\_\_\_ or the following business day if the 28<sup>th</sup> falls on a holiday or weekend to avoid disconnect and additional fees. Three (3) extensions are granted per calendar year, an additional \$50.00 extension deposit will be collected on extension #4 and applied to deposit amount on file.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Notary