



APPENDIX F

Water/Sewer Payment Plan Agreement

Sometimes customers face circumstances that stretch their financial resources. If you cannot pay your bill by the due date, please contact the Water and Sewer Billing Department before the bill becomes due. The Utilities Billing Administrator will work with you on a plan to pay the balance of the bill over time. These payment arrangements require you to:

- Pay at least 25% of your bill within 48 hours of your call.
- Agree to pay the remaining balance of the bill in monthly installments as described in this Agreement, including any applicable late payment charge according to an agreed upon schedule described below.
- Agreement shall not exceed 6 months from the date signed and shall not exceed 2 future billing cycle due dates.
- Pay the complete balance of all future bills before the due date of that billing cycle.

We will create these payment arrangements only with customers who have not broken a similar agreement with us in the past twelve months.

Payment Agreement Application

Agreement Date: _____
Property Owner Name: _____ Account # _____
Property Address: _____ Chesapeake Beach, MD 20732
Mailing Address (If Different): _____
Phone Number: _____ Email Address: _____
Total Amount Owed: _____ Down Payment: _____ Interest Rate: _____ %
Cash _____ Check _____ Check # _____ Credit Card _____
Payment Confirmation #: _____
Payment Begin Date: _____ Payment End Date: _____ Amount Due per Month: _____
Owner Signature: _____
Utilities Billing Administrator Signature: _____
Sworn and subscribed to before me this _____ day of _____, 20____.
(SEAL) Notary Signature: _____

Name of Notary: (Printed) _____
My Commission Expires: _____

Please attach a copy of the owner's driver's license to this application.