**Notice of Intent to Certify Unpaid Water and Sewer Charges to be Collected with Taxes, LMC Model Form**

*Helpful background information on this model may be found in* [*“Securing Payment of Utility Charges.”*](https://www.lmc.org/resources/securing-payment-of-utility-charges/)

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

CITY OF: \_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_

Name/Address of Owner:

*If applicable, also insert “Name/Address of Occupant if different from owner:”*

This letter is your notice that the city is preparing to certify or add your unpaid water and sewer charges to your property taxes. If these unpaid charges for water and sewer services for the property described above are not paid by \_\_\_\_\_\_\_, the city council will certify them to the county auditor to be collected along with property taxes.

|  |  |
| --- | --- |
| Delinquent amountDelivery/ Administrative costsTOTAL AMOUNT NOW DUE | $ \_\_\_\_\_\_\_$ \_\_\_\_\_\_\_$ \_\_\_\_\_\_\_ |

To make payment now, return this letter with a check payable to the City of \_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_ or you may pay your bill at city offices from \_\_\_\_\_\_\_.

*Insert the days and hours that city hall is open*.

You have a right to request a hearing in front of the city council on this matter, but you must request this hearing by contacting the office of the City Clerk on or before 4:00 p.m. on \_\_\_\_\_\_\_ at phone number \_\_\_\_\_\_\_*.*

*Insert the date by which the hearing request must be made.*

If you request a hearing, it will be held by the city council at least one week after the date on which you make your request and the unpaid water and sewer charges will not be certified for payment with taxes before the hearing. You may contact me at the number below if you have any questions.

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

CITY OF \_\_\_\_\_\_\_

*Close by inserting the name of the city staff person to contact, along with their title, phone number, and hours of availability.*

**THIS IS THE ONLY NOTICE YOU WILL RECEIVE BEFORE THE CITY COUNCIL WILL CERTIFY YOUR UNPAID WATER AND SEWER CHARGES TO BE COLLECTED WITH YOUR PROPERTY TAXES.**