



NEGAUNEE TOWNSHIP WATER DEPARTMENT

42 M-35

Negaunee, Michigan 49866

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DELINQUENT ACCOUNTS SHUT OFF PROCEDURE

The following procedures will be followed when an account has become delinquent.

1. Notice of intent will be sent to the person responsible for the account as to the reason and date of the shut off. If this is a rental unit, a copy of the letter will be sent to the owner of the property.
2. The day before the shut off date, a complete list will be given to the person in charge of shutting off the water. Along with the list, the employee will be given a copy of the letter sent out as notice of intent.
3. On the day of shut off the person responsible for shutting off the water will confirm with the water clerk the shut off list. Making sure that the list is correct.
4. All accounts that are delinquent will be shut off if the account is not paid in full. We will accept no partial payments.
5. The employee will execute the shut off order and return the "shut off notice" to the water clerk. The shut off notice that they return to the water clerk will indicate the time, date and the meter read at the time of shut off.
6. Once the water has been shut off the account must be paid in full along with the extra charge of a \$25.00 shut off fee and a \$25.00 turn on fee. This will be an additional charge on the delinquent account and must be paid at the same time as the delinquent bill.