

SWDCMA
Collection Procedure Guidelines
(Amended and a Adopted July 26 , 2010)

- All sewer bills are due and payable upon receipt.
- Bills not paid within thirty (30) days will incur a penalty on the thirty first (31st) day (to the extent permitted by law).
(mailed payments must be postmarked at least five (5) days prior to the 30th day after the bill is dated)
- A notice will be mailed forty five (45) days after the bill date advising that water shut off procedures are commencing. The mailing gives the customer 30 days to pay or make suitable arrangements.
- On day 76 the property is posted and water shut off is ordered. Fees are added after this time for posting and water company charges for shut off. 10 days following posting the water is shut off. In cases where water cannot be shut off the delinquent account is turned over for collection; Collection fees are added and the account is flagged as in collection.
- Unless circumstances warrant a lien to be filed sooner, following 180 days, a real estate lien will be placed on the property and all charges, legal and filing, are added.
- liens unpaid for more than 365 days are sent a notice of foreclosure and additional legal fees are added. Following the notice foreclosure, a sheriff sale shall be commenced against the property owner.
- SWDCMA may pursue any permissible legal remedies allowed by law.

Notes: Failure to receive a bill does not waive the past due penalty.

Any reinstatement of service shall require a deposit equivalent to four (4) quarters against future billings. This deposit will be held for a period of twelve (12) months. If after (12) months, the customer has paid bills on a timely basis, then the deposit will be released on a quarter by quarter basis thereafter until fully refunded.

The owner of the property will be billed. The property owner will be notified that they are responsible for the sewer usage fee and all collection fees, costs and legal fees associated with the collection of any delinquent account.

The above may be modified at the discretion of the Board of Directors of the Authority.