

**Southwest Delaware County Municipal Authority
Collection Procedure Guidelines
Amended and Adopted January 28, 2019**

- Quarterly sewer service invoices are due and payable upon receipt
- Failure to receive a bill does not relinquish responsibility for payment
- Invoices not paid by the due date shown on the invoice will incur penalty/interest, to the extent permitted by law
- A Delinquent Notice will be mailed within ten (10) days following the invoice due date, advising of the delinquent status of the account and the following collection actions that may be taken if the account remains unpaid at thirty (30) days following the invoice due date:
 - Property lien
 - Attorney's fees
 - Potable water service disconnection
- Property owners are allowed two payment plans for their sewer service account throughout their ownership of the property
- SWDCMA may pursue any legal remedies as allowed by law in the collection of delinquent accounts
- The above may be modified at the discretion of the SWDCMA Board of Directors