

INSTALLMENT PAYMENT PLAN (IPP) AGREEMENT

This Installment Payment Plan (IPP) is an agreement by the Account Holder to reconcile a delinquent utility account. Installment payments must be made by a specific date each month.

Date of Agreement:	
Customer Name:	
Service Address:	
Account Number:	
Delinquent Amount:	\$
Installment Amount:	\$ per Installment
Payment due date:	of each month

Check here if this is a rental property.

Date copy mailed to Property Owner: _____

Additional terms/notes: _____

- **Late Fees will not be assessed on the original Past-due amount if IPP payments are made on or before the IPP due date each month.**
- **Late Fees will apply to any late IPP payments or future past-due monthly bills**
- **Accounts in violation of their IPP are subject to the normal disconnection policy**
- **A Re-connect Fee will be required for all service terminations/disconnects**
- **Installment payments are in addition to the regular monthly service bill**

By signing below, the account holder acknowledges that he or she understands the IPP Agreement and its terms. The account holder agrees to Installment payments as indicated above, in order to reconcile the utility customer account. Further, it is understood that the installment payments are in addition to the regular monthly bill for utility service.

Account holder signature

Date

** If this is a rental account, a copy of this Agreement will be sent to the property owner. Our office is not responsible for any fees or penalties that may be charged by the property owner.

[Letterhead]