

4 Quarter Water Ready to Serve Fee Waiver

Superior Township Water and Sewer Department

If a property owner request to have water services discontinued to avoid receiving a water bill/ready to serve fee for a residence, commercial building, rental property or parcel of land that no longer has a home, trailer or structure that is actively using water:

- A request must be made in person at the Township Office and a 4 quarter water fee waiver form must be completed, signed and dated by the property owner making the request and signed by an employee of Superior Township.
- All past due balances must be paid in full at time of shutting off of the curb stop in addition to the \$30.00 fee for turning off the curb stop before the start date of 4 quarter will begin.
- Resident must sign and date request for the services to be shut off and the beginning of the 4 consecutive quarters will start the day the request is filed with the Township along with any outstanding balances, fee and penalties are paid in full.
- Person making the request must acknowledge the date given at the time all previous balances, fees and penalties are paid in full as the 1st day of the 5th quarter and must show a signature or initials of the date to be determined the 1st day of the 5th quarter.
- No retro dated start dates will be allowed.
- If request to turn water services back on before the 1st day of the 5th quarter, the resident will have to pay all previous quarters ready to serve fees and turn on fee of \$30.00 before water will be turned back on at the curb stop.
- If request to turn on water one day into the 5th quarter, there is no ready to serve fees to collect and only a \$30.00 fee will be collected prior to turning the water back on at curb stop.

The 4 quarter ready to serve fee waiver is intended for those that own a parcel of property that is not actively using water. It is explicitly expresses that the property owner be current with all water department billings and pay any and all fees and penalties prior to the policy to effective date start.

Once all fee's or monies are collect water will be turned off at the curb stop and must remain off for 4 consecutive quarters to avoid the ready to use fee's. If the water is turned on at any time prior to the 1st day of the 5th quarter, the property owner will have to pay all previous quarters ready to serve fee's in addition to the \$30.00 turn on fee in full prior to the water being turned back on at the curb stop.

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Name Date of Request

Address

Reason for applying for 4 Quarter Water Ready to Serve Fee Waiver:

First day of shut off: Initials

First day of the 5th quarter: Initials

By signing this application, person agrees to the above listed dates and timelines to qualify for the 4 Consecutive Quarter Ready to Serve Fee Waiver. If water is requested to be turned on any day before the 5th quarter, all previous quarters along with turn on fee of \$30.00 must be paid in full prior to water being turned back on.

Signature:

Office Use only

Has all previous balances been paid in full including any fees, penalties and the \$30.00 turn off fee been collected?

First day of turn off water:

First day of 5th quarter eligibility: