

## **PROCEDURE FOR DELINQUENT ACCOUNTS:**

If your sewage bill is delinquent, the following steps will take place in succession. The procedure will end at any point that the outstanding balance, including all penalties, interest, and legal fees, is paid in full.

### Well Accounts:

1. You will be sent a letter notifying you of your delinquent amount.
2. If the amount is not paid within 10 days, we will file a private criminal complaint with the district magistrate, and you will also incur fees and any charges that the district magistrate office includes with the filing.
3. The next step is to place a lien against your property, which will include all outstanding charges and legal filing and removal fees.
4. The final step is to place your property up for sheriff sale.

### Metered Accounts:

1. You will be sent a letter notifying you of your delinquent amount by regular mail or certified mail if you are a New Kensington water account.
2. If the amount is not paid within 10 days, a final termination letter will be sent.
3. After that, your home will be posted for water termination, and you have an additional 10 days to pay (there is a \$10.00 posting fee that applies) or your water will be shut off.
4. If your water service is terminated, you will have to pay your entire sewage bill in full (that includes the posting fee, and certified costs-if applicable) and any and all fees charged by the water company (M.A.W.C. or New Kensington) before water service can be restored to your property
5. The next step is to place a lien against your property, which will include all outstanding charges and legal filing and removal fees.
6. The final step is to place your property up for sheriff sale.

Please note that if the water is off, you will continue to be charged the current basic charge each month.