

APPENDIX H

Past Due Account Letter (60 Day)

DATE

NAME
ADDRESS
CITY, STATE ZIP

RE: ACCOUNT NUMBER AND PROPERTY

AMOUNT DUE: \$_____

Dear Upper Blue Sanitation District Customer:

The Upper Blue Sanitation District (hereinafter "District") has billed you for certain fees, rates and costs associated with the sewer services provided by the District to the above-referenced Property, which is now sixty (60) days past due.

Pursuant to Section 13.3 of the District's Rules and Regulations, the District is charging interest on the principal amount past due at the rate of 1% per month, and has added a delinquency charge of 10% of the principal amount past due plus an administration charge of \$100.00.

If the total amount due is not paid within fifteen (15) days of the date of this letter, the District will file the enclosed Notice of Lien against the above-referenced Property with the Clerk and Recorder of Summit County; and/or discontinue sewer service to the Property. If a satisfactory cleanout is not available to enable the District to discontinue sewer service, the District may elect to construct the necessary cleanout at your expense. Alternatively, the District may notify your water supplier of the delinquency and request such water supplier to discontinue water service to the property. If the District takes these additional fee collection steps, you will then be responsible not only for the current charges but all of the District's additional fee collection costs including, without limitation, cleanout construction costs, foreclosing costs, cost of discontinuing and re-instating service, and attorney's fees. We urge you to contact us immediately to resolve the outstanding balance on your account and avoid these additional charges.

Additionally, we suggest that you to sign up for automatic payment of your quarterly bill in order to avoid late payment penalties in the future. There is no fee for this service; you only need to submit a signed authorization form

along with a voided check. If you sign up for automatic payment we will waive the \$100 administration charge that has been added to your account. The automatic payment will be deducted from your checking account on the 15th day of the first month of each quarter. Please note, however, that if the automatic payment is returned to us as "insufficient funds" there will be a \$25 returned check charge and the \$100 administration charge will be added back onto your account.

Please contact us if you have any questions.

Sincerely,

Upper Blue Sanitation District

Accounts Receivable Clerk