

**OTTAWA COUNTY  
SANITARY ENGINEERING DEPARTMENT**

315 Madison Street, Room 105  
Ottawa County Courthouse  
Port Clinton, Ohio 43452

James K. Frey, P.E., P.S.

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**PAYMENT AGREEMENT**

I, \_\_\_\_\_ AGREE TO PAY THE WATER &/OR SEWER SERVICE BILL FOR  
(APPLICANT'S NAME)

ACCOUNT \_\_\_\_\_ INCURRED AT \_\_\_\_\_ THE AMOUNT  
(ACCOUNT NUMBER) (SERVICE ADDRESS)

DUE AS OF \_\_\_\_\_ IS \$ \_\_\_\_\_ PAYMENT WILL BE MADE AS FOLLOWS:  
(DATE) (TOTAL BALANCE DUE)

DOWN PAYMENT OF \$ \_\_\_\_\_ AND THE BALANCE IN INSTALLMENTS OF \$ \_\_\_\_\_  
(MINIMUM \$10.00)

PER MONTH.

**Your minimum monthly payment will be \$ \_\_\_\_\_.**

**I UNDERSTAND THAT CHARGES MUST BE KEPT CURRENT AND FAILURE TO ADHERE TO THIS PAYMENT AGREEMENT WILL RESULT IN WATER SERVICE BEING SHUT OFF WITHOUT FURTHER NOTICE. THE WATER WILL NOT BE TURNED ON AGAIN UNTIL ALL DELINQUENT BILLS ARE PAID IN FULL INCLUDING THE \$50.00 TURN ON FEE.**

**SEWER ONLY CUSTOMERS: IF AT ANY TIME YOU DEFAULT ON THIS PAYMENT AGREEMENT, THE DELINQUENT CHARGES WILL BE AUTOMATICALLY CERTIFIED TO THE PROPERTY TAXES ALONG WITH A \$50.00 PROCESSING FEE WITHOUT FURTHER NOTICE.**

**RENTAL PROPERTIES: I FURTHER UNDERSTAND THAT THE PROPERTY OWNER MUST APPROVE THIS PAYMENT AGREEMENT PRIOR TO THE COUNTY'S ACCEPTANCE. IF THE PROPERTY OWNER FAILS TO APPROVE THIS AGREEMENT, THE COUNTY WILL PROCEED WITH DISCONNECTION PROCEDURES.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

cc: file (1)  
Property Owner