

# Cleveland County Rural Water District #1

P.O. Box 238  
Lexington, OK 73051-0238  
(405) 706-0539 (9am-6pm)

## Payment Policy

1. Payment is due on the second day of each month; however, you have until the 17<sup>th</sup> to pay without penalty. Payment received or postmarked the 18<sup>th</sup> or after will be charged a penalty of 10%.
2. Late Notices are sent out the first working day after the 18<sup>th</sup>. Cleveland County Rural Water District #1 is not responsible for mail service.
3. If payment is not received by the specified date on the notice, water will be disconnected until all charges against meter are paid. This includes water charge, penalties, damages, and lock up fees.
4. If service is disconnected, a \$65.00 lock up fee will be charged. One-half this amount (\$32.50) will be charged if field personnel go out to disconnect but for any reason service is left on. After the third lock up, you will be charged a \$100.00 lock up fee.
5. A meter that has been locked for non-payment, or any reason, and is out of service for three months or longer, will cost the full membership fee plus charges owed against it to reinstate the Membership.
6. All water registered on the meter must be paid for. There is a \$38.00 monthly minimum if the meter is not being used.
7. There is a \$20.00 service charge on all return checks. Insufficient checks will be sent to the District Attorney for collection after ten (10) days. Water will be disconnected if terms for payment are not met.
8. In the event you sell your property, you must notify the Cleveland County Rural Water District #1 and sign the necessary forms to transfer the meter to the new owner. All current charges must be paid before we can process a Transfer of Meter to the new member.
9. If you rent your property, you are the owner/member and are responsible for payment of the water bill. The account will remain in your name.
10. If you rent your property, we can not charge the renter a water deposit. However, we suggest that you, the owner/member collect a minimum of \$80.00 for deposit in the event your renter moves, leaving you the water bill. Owner/members are totally responsible for protecting their membership.

**I have read and understand the payment policy as set out above.**

### New Member Signature

X \_\_\_\_\_

Date: \_\_\_\_\_