



**County of Tehama
Department of Public Works-Sanitation District No. 1
INSTALLMENT PLAN PAYMENT APPLICATION**

PLEASE READ CAREFULLY

A property owner may elect to make monthly payments in installments, over a 6-month period.

To start an installment plan, applications **MUST** be received prior to January 10th for the January through June billing cycle, or July 10th for the July through December billing cycle.

To keep the plan in good standing: Make your monthly payments **No later than the 10th of each month**. After the prescribed installment payment has been made, we encourage you to make additional payments. Once a plan is started you can make partial payments toward your annual prescribed installment payment. The unpaid balance of your installment plan may be paid in full at any time before final payment.

In the event of a payment default on an awarded payment plan, the penalty shall be as follows: Full remaining balance will be due within 30 days of default date. An initial penalty of fifty dollars (\$50.00) plus twenty-four percent (24%) per annum may be charged if the bill is not paid and will not be awarded any future payment plan for 2 calendar years.

Liens: In the event of nonpayment for 1 (one) calendar year, a lien will be placed on the property parcel where services are provided.

Name: _____ ASMT: _____

Phone: _____ Email: _____

I have read and understand the above conditions for placing my sanitation charges on a payment plan of redemption.

I understand to keep my installment plan in good standing, I will make the required payment each month on or before the 10th of each month. I understand I am required to pay in full prior to the beginning of the upcoming semiannual invoice.

Date: _____ Signature: _____