

# City of Leavenworth

PO Box 287

Leavenworth, WA 98826

Phone: 509.548.5275

Email: deptreasurer@cityofleavenworth.com or permits@cityofleavenworth.com

## UTILITY DEPARTMENT

### Promise-to-Pay for COVID-19 Hardships

Temporary Halt to Late Fees and Utility Shut-Offs and establishing a special payment plan option. City of Leavenworth utility customers have not and will not incur late fees for non-payment beginning as of March 23, 2020 and accounts facing a shut-off due to non-payment shall be kept on for customers who seek to establish payment plans with the City of Leavenworth Utility Department. Additionally, payment plan options will now be available to all businesses and residents that begin to accrue balances due to non-payment during the COVID-19 pandemic without additional penalties for up to 180 days after the Stay at Home order has been lifted by the Governor.

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

I, the undersigned, do promise to pay the delinquent balance of \$ \_\_\_\_\_ as follows for the above utility account.

#### Payment Schedule

\$ \_\_\_\_\_ on \_\_\_\_\_  
\$ \_\_\_\_\_ on \_\_\_\_\_

\$ \_\_\_\_\_ on \_\_\_\_\_  
\$ \_\_\_\_\_ on \_\_\_\_\_  
\$ \_\_\_\_\_ on \_\_\_\_\_  
\$ \_\_\_\_\_ on \_\_\_\_\_  
\$ \_\_\_\_\_ on \_\_\_\_\_  
\$ \_\_\_\_\_ on \_\_\_\_\_

This signed Promise-toPay is a legally binding document, please treat it as such. If payment schedule cannot be met, please call or email to the contact information above. If payment is not received in full by the date(s) indicated, I understand the city has the option to turn the water off without further notice. In the event service is disconnected, I further understand it will not be resumed until payment is made in **full**.

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_