**Water and Sewer Service Shut Off Notice, LMC Model Form**

*Helpful background information on this model may be found in* [*“Securing Payment of Utility Charges.”*](https://www.lmc.org/resources/securing-payment-of-utility-charges/)

**This icon marks places where the city must customize the model. The icon offers additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

RE: **UNPAID WATER/SEWER BILL**

Pursuant to the authority granted by Minn. Stat. §444.075 and City Ordinance No. \_\_\_\_\_, entitled “\_\_\_\_\_”, specifically “Section \_\_\_\_\_, you are hereby notified that you are delinquent in the payment of your water and sewer bill in the amount of **$\_\_\_\_\_**.

This amount must be paid within twenty (20) days of the receipt of this notice. If the amount is not paid within the required twenty (20) days, your water service shall be disconnected. If the service is disconnected, it will not be reconnected until the amount is paid in full, along with a **reconnection fee of $\_\_\_\_\_** for a total cost to you of $\_\_\_\_\_. Payment must be received in full, and we will not “hold checks” or accept post-dated checks for payment.

You may, before the twenty (20) days, contact \_\_\_\_\_ at \_\_\_\_\_ and request a hearing on this matter if you believe the amount stated is not actually due and unpaid.

*Insert the name and phone number of the person to talk to about the water and/or sewer bill.*

**This is the only notice you will receive**.

A copy of City Ordinance No. \_\_\_\_\_ is enclosed.

By Order of the \_\_\_\_\_ city council,

\_\_\_\_\_

\_\_\_\_\_

*Close with name and title of person sending the notice.*

Enclosure: