

This will be sent with the October 15th Notice of Delinquent Utility Bill to the Property Owner.

ATTENTION PROPERTY OWNER: Return this sheet with your payment if you intend to FILE A LIEN AGAINST YOUR TENANT'S PROPERTY.

(This is the inter-office memo that notifies the Utility Clerk to mail you the Lien Transfer document. If a mortgage company pays your tax bill, you will need to give this form to your municipal treasurer AFTER your bill has been paid.)

**Inter Office Tracking Sheet
For Payment of Delinquent TENANT Utility Bills**

Property Address: **mail merge**

Parcel Number: **mail merge**

Amount of Delinquent Utility Bill: **mail merge**

10% Penalty Added on November 1st: **mail merge**

Amount of (Utility) Special Assessment on Tax Bill: **mail merge**

Form to be filled out by office staff collecting payment.

Date of Payment _____

Who paid?

<input type="checkbox"/>	Property Owner
<input type="checkbox"/>	Tenant
<input type="checkbox"/>	Mortgage / Escrow Co.

Amount of payment? \$ _____

What is the payment for?

<input type="checkbox"/>	Delinquent Bill only (paid before November 1st)
<input type="checkbox"/>	Delinquent Bill PLUS 10% penalty (paid between Nov 1st and Nov 16th)
<input type="checkbox"/>	Special Assessment (paid with the tax bill)

Does Owner want Lien Transfer document mailed to him/her? YES NO

Mailing Address: _____

Staff Signature