***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.)

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**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

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***Form to be filled out by office staff collecting payment.***

**Date of Payment** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who paid?**

|  |  |
| --- | --- |
|  | **Property Owner** |
|  | **Tenant** |
|  | **Mortgage / Escrow Co.** |

**Amount of payment? $\_\_\_\_\_\_\_\_\_\_\_\_**

**What is the payment for?**

|  |  |
| --- | --- |
|  | **Delinquent Bill only (paid before November 1st)** |
|  | **Delinquent Bill PLUS 10% penalty (paid between Nov 1st and Nov 16th)** |
|   | **Special Assessment (paid with the tax bill)** |

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

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature