

IMPORTANT INFORMATION REGARDING PAYMENT ARRANGEMENTS

Effective immediately, based on the Municipal Services Commission Tariff, the city will only be making payment arrangements for residential customers that are unable to pay their bill due to unusual or severe circumstances. **Phone calls will not be accepted to make payment arrangements.**

Requirements for making payment arrangements:

1. Must apply in person at the Municipal Services Commission (MSC) office at 216 Chestnut Street.
2. Only name or names appearing on the account can file for an extension.
3. Request for payment agreements are subject to MSC approval by the Secretary or designee.
4. Arrangements must be made in writing at least 24 hours prior to disconnect date.
5. Accepting a payment arrangement, deems the customer a cash customer.

Failure to meet the payment arrangement will result in immediate disconnection of services.

APPLICATION FOR ELECRCIC/WATER BILL PAYMENT EXTENSION (CONFIDENTIAL)

- 1. NAME _____ ACCOUNT NO. _____
 - 2. PRESENT ADDRESS _____
 - 3. TELEPHONE NUMBER _____
 - 4. REASON FOR EXTENSION REQUEST _____
 - 5. PLACE OF EMPLOYMENT _____
 - 6. OTHER SOURCES OF INCOME _____ HOW MUCH _____
 - 7. IF YOU ARE MARRIED, WHERE DOES YOUR SPOUSE WORK _____
 - 8. FAMILY SIZE _____
 - 9. HAVE YOU HAD YOUR ELECTRIC/WATER SERVICE DISCONNECTED FOR NON-PAYMENT WITHIN THE PAST TWELVE MONTHS _____ YES _____ NO
- PROOF OF IDENTITY _____

I do hereby certify that the above information is true and accurate and is submitted for the purpose of obtaining credit from the Municipal Services Commission to extend the time for payment of amounts due for prior electric service and/or water service. I understand that if any of the above statements are found to be untrue or false, I will be subject to immediate disconnection of services. I understand that service can be disconnected for failure to comply with this agreement and for non-payment for future electric service. I further understand that in the event that I breach the terms of this agreement that any and all amounts due for electric service/water service (including amounts extended pursuant to the terms of this agreement) shall immediately become due and payable. No delay or omission of the Municipal Services Commission ("MSC") to exercise any right or power arising from any default shall impair any such right or power or be considered to be a waiver of any such default or any acquiescence therein nor shall the action or inaction of MSC in case of default on the part of the undersigned impair any right or power resulting therefrom. The undersigned agrees to pay on demand, to the extent permitted by law, all costs and expenses incurred by MSC in the enforcement of its rights in this agreement, including without limitation, reasonable fees and expenses of MSC's counsel. Further, the undersigned authorizes and empowers any clerk, Prothonotary, or attorney of any court of record in the State of Delaware, or elsewhere, with or without process, to appear for it and to confess judgment against it, its successors or assigns, in favor of MSC of this Note, its successors and assigns, for the unpaid balance with interest and all other amounts payable hereunder, including, but not limited to, legal expenses and other costs, and reasonable attorney's fees not to exceed twenty percent (20%) of the amount adjudged due and owing MSC, at any time after the date hereof, with stay of execution until the date payment is due; and further, the undersigned does hereby release all and all manner of errors in any such judgment so obtained.

Signature

Date

Municipal Services Commission Representative

PAYMENT SCHEDULE

TOTAL AMOUNT DUE: _____

INSTALLMENT PAYMENTS: _____

DATES OF INSTALLMENT PAYMENTS: _____

PAYMENT SCHEDULE END DATE: _____