

## BOROUGH OF ELLWOOD CITY

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ELLWOOD CITY, PA 16117

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January 12, 2017

Dear Property Owner:

Re: Important Payment Information

The Ellwood City Borough Council authorizes residential customers to establish payment plans to address outstanding utility amounts due the Borough. The Ellwood City Borough Council wants to provide every customer with reasonable opportunity to satisfy local obligations in a timely manner. We recognize that sometimes there are situations which may require assistance. The Borough Council has provided for payment extensions plans in order to assist those individuals who may need assistance. This is a request for a payment plan not a waiver of the charges for the services rendered to each customer. All forms identified in the following are available at <http://ellwoodcityborough.com/work/permits/>.

If you are a property owner, a Landlord, a tenant, a person with a medical condition or you qualify for Low Income Home Energy Assistance Program (LIHEAP) you may obtain all of the required forms on the Borough website at <http://ellwoodcityborough.com/work/permits/>.

As a Landlord . . . it is required that you grant permission to the Tenant to enter into a Payment Arrangement. The Landlord Authorization for Payment Extensions form must be completed and signed by the landlord approving a Payment Plan. If as Landlord you do not authorize the extended payments then the tenant must maintain a balance of less than \$50.00 in order to avoid the termination of services. Should the balance exceed that amount or the Tenant fails to maintain the payment plan services can be terminated. If the Landlord authorizes a payment plan then your Tenant must file the Credit Extension Form as well as Landlord Authorization for Payment Extensions with the Borough Utility Collection Office.

If your Tenant requires assistance with the payment of Utility Services through the Low Income Home Energy Assistance Program (LIHEAP) or other type program, it will be necessary for the landlord to acknowledge the Tenants receipt of LIHEAP and all termination conditions affected by LIHEAP. Should your Tenant qualify and receive LIHEAP assistance the utility services cannot be terminated until May of the succeeding year regardless of approval or disapproval of a payment plan program. Please see the Landlord Authorization form for (LIHEAP) as well as current LIHEAP information on our Borough website at <http://ellwoodcityborough.com/work/permits/>.

If your Tenant has a medical condition and the termination of electric services will place the customer at risk, the Tenant must file the Medical Certification Notice with the Borough. The form must be signed by the attending physician validating the nature of the condition. Although, the Tenant may have a serious condition utility services must still be paid. You may obtain the necessary Medical form at the Utility Collection Department or at the Borough webpage at <http://ellwoodcityborough.com/work/permits/>. The Tenant Medical Certification Notice should be accompanied by the Credit Extension Form must be authorized by the landlord.

The Landlord Authorization form may be printed from the website. If you do not have internet access and need a printed form you may call or visit the Borough Utility Office to request one. The Borough Utility Office phone contact is 724.758.5576. If you wish to authorize a Payment Plan for any period this form must be completed and filed with the Borough Utility Collection Office within ten (10) days in order for any payment plan to be considered.

Very Truly Yours,

Ellwood City Borough

Landlord Utility Information 11/21/2016