



WATER BILL PAYMENT PLAN  
APPLICATION FORM

Administrative Policy – Effective 7/1/2016

I am applying for a Water Bill Payment Assistance Plan from the City of Evanston. By applying for this assistance plan, I agree to the following terms and conditions:

- Failure to adhere to the payment schedule will automatically place your water account back on the City's normal water billing schedule subject to water shut-off proceedings.
- Independent of the payment plan, the City reserves the right to file a lien against your property for any amount delinquent on your water bill accumulated during a specified period of time (section 7-12-7-4 of the City Code).
- In the event the payment plan is void due to non-compliance, no further payment plan will be considered.
- The amount due as part of the payment plan is in addition to the current water bill. It is the responsibility of the person signing the payment plan to pay the current portion of their water bill. Failure to do so will void the payment plan.
- Tenants / Non Owner applicants – A signed copy of lease is required. The payment plan cannot extend the past of timeframe of the lease.
- You will receive no further follow up reminders from the City and can be terminated without further notice due to non-compliance
- Any deviation of the plans offered will need direct approval from the Assistant City Manager / CFO or Deputy City Manager

PLEASE PRINT  
ALL INFORMATION MUST BE COMPLETED

Name: Last First M.I.

Street Address 1 Street Address 2

City State Zip

Phone Customer Account Number (on utility bill)

Email Address

Housing Status:  Own / Owner Occupied  Tenant / Rent / Non Owner Occupied \*

\* A signed copy of the lease showing lease timeframe is required.

Please select the appropriate plan (See reverse for Eligibility Criteria):  General Payment Plan  Water Shut-Off Payment Plan

Signature Today's Date

FOR OFFICE USE ONLY

Total Amount Outstanding	Down Payment	Installment Date	Amount	Administrative Fee (if applicable)	Total Due
\$	\$	1.	1.	\$	\$
		2.	2.		
		3.	3.		
		4.	4.		
		5.	5.		
		6.	6.		

Employee Signature Today's Date