



|                       |                    |
|-----------------------|--------------------|
| <b>Policy Number:</b> | <b>6240</b>        |
| <b>Policy Title:</b>  | <b>Collections</b> |

1. Notice of Lien

1.1. Applicability

1.1.1. Where an account has become delinquent and water service charges are unpaid 45 days past the due date.

1.2. Enforcement

1.2.1. A lien will be created upon the real property served for all delinquent charges and penalty fees thereon.

1.2.1.1. The lien will attach when the District Representative whose duty it is to collect the charge records a list of delinquent unpaid charges and penalties thereon with the county recorder, stating the amount of each charge and the penalties thereon, a description of the real property upon which the same is a lien and the name of the local agency to which the same is payable.

1.2.1.2. The lien will continue until the charge and all penalties thereon are fully paid.

1.2.1.3. A District will issue a release of lien statement to the property owner (or title company) when the charge and all penalties thereon are fully paid.

1.2.1.3.1. The property owner (or title company) will be responsible for contacting the county recorder and having the lien removed from the property.

2. Collection Agency

2.1. Applicability

2.1.1. Where an account has become delinquent and charges are unpaid 60 days past the due date.

2.2. Enforcement

2.2.1. The District may contract with a collection agency for the collection of delinquent charges and penalties.

2.2.2. The District and/or the collection agency may report unpaid charges and penalties to the Credit Bureau.