

BOARD OF LIGHT AND POWER GRAND HAVEN, MICHIGAN

SUBJECT: Collection Policy

POLICY: Collection Policy

PROCEDURE:

I. Collection:

- A. Accounts which have been final billed and are a minimum of fifteen days past due are sent a first collection letter requesting payment within two weeks. After the two weeks, a second collection letter is mailed which requests payment within five days. If the bill remains unpaid after five days, the delinquent accounts are sent to a collection agency.
- B. Liens:
 1. Except as otherwise provided hereinafter, charges for electrical energy furnished to any premises shall be a lien on the premises. A lien is effective immediately upon the supplying of electrical energy to any premises within the City of Grand Haven as noted in City Charter .
 2. Property owners may avoid a lien on the property by having the tenant sign a Lien Waiver Form where the tenant accepts payment responsibility for all electrical charges. This document along with a copy of the lease is presented to the Board of Light & Power (BLP) and charges for electrical energy furnished after the date the BLP has received and signed this waiver and has had time to collect the required deposit will not be a lien against the premises. The BLP will return a copy of signed document to the property owners who are responsible for reviewing and maintaining this document on file.
 3. Deposits collected under the Lien Waiver shall be based on an estimated three (3) months usage at that premise and at the BLP's discretion may be reviewed and adjusted after six months to reflect actual usage.
- C. Tax Roll:
 1. All unpaid charges of \$150.00 or greater for electrical energy furnished to any premises in the City of Grand Haven which, on the thirty-first day of March of each year, have remained delinquent for a period of six months or more shall be reported by the BLP to the Finance Director of the City of Grand Haven who shall in turn report them to the Grand Haven City Council at its first meeting in the month of April.
 2. The City Council thereupon shall order the publication in a newspaper of general circulation in the City of Grand Haven a Notice that all such unpaid charges which are not paid by the thirtieth day of April will be spread upon the City's tax roll, to be collected in the same manner as the City taxes.
- D. In addition, the BLP may at any time cause to be filed in the appropriate records of the Register of Deeds, Ottawa County, Michigan, a Notice of Lien against any premises, whether situated within or without the City of Grand Haven, to which electrical energy has been furnished by the BLP and the charges therefore are delinquent.

Adopted By The Board of Light & Power On August 23, 2001

Effective September 1, 2001