City of Poulsbo
Finance Department
200 NE Moe St
Poulsbo, WA 98370
PH: (360) 394-9881
utilitybilling@cityofpoulsbo.com
www.cityofpoulsbo.com

Application for COVID-19 Emergency Flexible Payment Plan

Account/Application Information

Date: _____ Account Number: _____

Street Address: _____

Applicant Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

I _____ have been financially impacted by the COVID-19 virus and request a flexible payment plan. I request to pay my past due balance over the next _____ (max 12) months in equal installments. My payment plan must be completed by October 20, 2022.

Past Due amount: $_____ ÷_____(months) = $_____ Flexible payment plan amount in addition to regularly accrued charges. ***The first plan payment is due when this form is submitted in addition to current charges due by the 20th of the month of application***

Terms and Conditions:

- Payments are due by the 20th of each month. A separate bill will not be sent for this payment.
- Payments are in addition to the regularly accrued charges for the account.
- The monthly bills will reflect the total amount due, including the payment plan balance.
- Late penalties will not be assessed if all agreed upon payments are made on time.
- Late penalties will be applied if payments are not made according to the agreement.
- Property Managers are not eligible to enter into a payment plan arrangement.
- I understand, should I default on the flexible payment plan as agreed, the City of Poulsbo may discontinue utility service and service will not be restored until the past due balance is paid in full plus any disconnect and reconnect fees. I further understand that should I default on this agreement, City of Poulsbo will not allow another payment plan. All subsequent billings are payable when due.

Applicant Signature: _____ Date: _____

Property Owner's Signature (if applicable):_____ Phone: _____ Date: _____

The owner recognizes by allowing the tenant to enter into an agreement that utility bills are the ultimate responsibility of the property owner and if the tenant defaults, amounts due will become the responsibility of the owner.

Submit completed application **with a copy of government issued identification** to utilitybilling@cityofpoulsbo.com or City of Poulsbo, 200 NE Moe St, Poulsbo, WA 98370

The City will respond to the applicant within 20 business days of receiving the application.

City Use Only

☐ Approved By: _____

☐ Rejected Reason: _____

☐ Outstanding Amount Verified

☐ Payment Amount Verified

☐ Payment Received