



# VILLAGE OF RIVERDALE

157 W. 144<sup>th</sup> Street  
Riverdale, IL 60827-2707  
Phone (708) 841-2200 • Fax (708) 841-7587

## UTILITY PAYMENT PLAN APPLICATION & ARRANGEMENT (RIVERDALE CODE CHAPTER 13.02) PLEASE PRINT

FULL NAME(S): \_\_\_\_\_  
UTILITY SERVICE ADDRESS: \_\_\_\_\_  
UTILITY ACCOUNT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_  
RIVERDALE, IL 60827

The undersigned debtor(s) acknowledge an indebtedness in the amount of \$\_\_\_\_\_ owed to the Village of Riverdale for past due utility bills. In consideration for continued utility service, debtor(s) unconditionally promise to pay the Village of Riverdale the above amount per the payment plan specified by the village on the second page of this form.

**The undersigned understands that failure to make payment when due will result in a cancellation of this payment plan and all amounts outstanding under this plan shall be due immediately. Water service will be shut off to the property per the regulations of the village code along with all appropriate charges.**

I understand that the following conditions apply to this application (please initial next to each of the following):

- \_\_\_\_\_ 1. The utility account must be in your name(s).
- \_\_\_\_\_ 2. If you are a renter, then your landlord **must** sign this application.
- \_\_\_\_\_ 3. The maximum length of time for this payment plan is six months.
- \_\_\_\_\_ 4. The minimum monthly payment is \$100.00
- \_\_\_\_\_ 5. You must have been a utility customer at this address for a minimum of 14 months.
- \_\_\_\_\_ 6. You must not have had your water shut off in the last 14 months.
- \_\_\_\_\_ 7. You must have never had a prior arrangement plan with the Village of Riverdale.
- \_\_\_\_\_ 8. An initial \$100.00 down payment must accompany your payment plan application.

I agree that the above amount is the correct amount owed to the Village of Riverdale for Municipal Utility Service. I also agree to pay all utility bills as they are due **in addition** to the payments as specified by the village for this utility payment plan. I understand that all utility plan payments are due by the close of business on the 10<sup>th</sup> of the month specified in the payment plan. **I also understand that any payment received after the close of business will be considered late and cancel the payment plan.** Therefore, payment will be due in full to avoid shut off of water.

\_\_\_\_\_  
(Signature of Debtor)

\_\_\_\_\_  
(Signature of Debtor)

\_\_\_\_\_  
(Daytime Phone #)

\_\_\_\_\_  
(Evening Phone #)

**If applicant is a tenant, the following needs to be completed by the landlord:**

\_\_\_\_\_  
(Name of Property Owner)

\_\_\_\_\_  
(Address of Property Owner)

\_\_\_\_\_  
(Phone # of Property Owner)

\_\_\_\_\_  
(Signature of Property Owner)

**Property owners are liable for Municipal Utility Bills for their property. If a tenant vacates a property before a utility plan is paid in full, it is the owner's responsibility to ensure that the balance is paid immediately.**

**The following information is for office use only. A copy of this completed form will be provided to the applicant.**

**UTILITY CLERKS ACTION:**

Utility Account Number: \_\_\_\_\_

**Yes**      **No**     Initialed boxes on the first page are either true statements of have  
 been complied with. If no, explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Utility Clerk's Signature)

\_\_\_\_\_

(Date)

**OFFICE MANAGER'S ACTION:**

**Yes**      **No**     This application for a utility plan is approved. If no, explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Office Manager Signature)

\_\_\_\_\_

(Date)

**PAYMENT PLAN**

PAYMENT DUE DATE	AMOUNT DUE	PAID ON	AMOUNT PAID	BALANCE
DOWN PAYMENT	\$100.00			
1.				
2.				
3.				
4.				
5.				
6.				
<b>TOTALS</b>				

Payments are due on or before the \_\_\_\_\_ of every month.

**Extended Utility Plan Schedule**

<b>PAYMENT DUE DATE</b>	<b>AMOUNT DUE</b>	<b>PAID ON</b>	<b>AMOUNT PAID</b>	<b>BALANCE</b>
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

**No utility payment plan shall exceed twenty-four (24) payments or two years (2).**