

**QUESTIONS AND ANSWERS FOR WATER/SEWER BILLING
CITY OF ST. JOHNS, MICHIGAN**

1. WHAT OPTIONS DO I HAVE TO PAY MY WATER/SEWER BILL?

THE CITY OF ST. JOHNS ACCEPTS CASH OR CHECK FOR PAYING YOUR WATER/SEWER BILL. A CHECK CAN EITHER BE MAILED, DROPPED OFF AT CITY OFFICES OR PLACED IN OUR DROP BOX WHICH IS LOCATED IN THE COURTHOUSE PARKING LOT NEAR CASS STREET. PLEASE HAVE EITHER YOUR BILL STUB OR ACCOUNT NUMBER WRITTEN ON YOUR CHECK WHEN MAKING A PAYMENT. PLEASE DO NOT PLACE CASH IN THE MAIL OR IN THE DROP BOX. IF PAYING WITH CASH, PLEASE DROP OFF AT CITY OFFICES. THE MAILING ADDRESS FOR THE WATER/SEWER BILL IS: CITY OF ST. JOHNS WATER DEPARTMENT, PO BOX 477, ST. JOHNS, MI 48879-0477.

2. IF MY HOUSE/BUSINESS WILL BE VACANT FOR A PERIOD OF TIME, HOW CAN I AVOID RECEIVING A WATER/SEWER BILL?

THE CITY OF ST. JOHNS HAS A TURN-OFF AND TURN-ON POLICY. IF YOUR HOUSE/BUSINESS WILL BE VACANT FOR AN EXTENDED PERIOD OF TIME, YOU CAN PAY \$25.00 FOR A WATER/SEWER TURN-OFF AND NO BILL WILL BE GENERATED UNTIL YOU PAY \$25.00 FOR A WATER/SEWER TURN-ON. THIS FEE MUST BE PAID PRIOR TO THE TURN-OFF AND TURN-ON. IF YOU DO NOT PAY FOR THE TURN-OFF, A MINIMUM QUARTERLY BILL IS GENERATED EVEN IF THERE IS NO USAGE.

3. I AM A LANDLORD---HOW CAN I FIND OUT IF A TENANT IS PAYING THEIR WATER/SEWER BILL?

YOU CAN SIMPLY CALL THE WATER/SEWER BILLING DEPARTMENT AT (989) 224-8944, EXT. 282 OR E-MAIL twright@ci.saint-johns.mi.us TO FIND OUT IF A TENANT IS PAYING THEIR BILL.

4. WHAT HAPPENS IF MY WATER/SEWER BILL GOES UNPAID?

IF A WATER/SEWER BILL IS NOT PAID BY THE DUE DATE, A 10% PENALTY IS ADDED ONTO YOUR ACCOUNT. IF THE WATER/SEWER BILL IS NOT PAID THE FOLLOWING YEAR BY MAY 22, THE UNPAID BALANCE WILL GO ONTO THE PROPERTY OWNER'S TAXES. YOU MAY MAKE PAYMENTS ON YOUR WATER/SEWER BILL ANYTIME.

5. HOW CAN I AVOID PAYING A SEWER FEE IF I DO A LOT OF OUTSIDE WATERING?

A SPRINKLER METER CAN BE PURCHASED AT CITY OFFICES. THIS IS A WATER METER ONLY--NO SEWER CHARGE WILL APPLY. THE OWNER IS RESPONSIBLE FOR THE PLUMBING AND VALVE TO THE METER. THE CITY WILL SET THE METER ON THE OWNER'S PLUMBING. THERE IS NO BILL FOR 1ST QUARTER (JAN, FEB, MARCH) FOR A SPRINKLER METER; HOWEVER THERE IS A BILL FOR THE REMAINING MONTHS EVEN IF THERE IS NO USAGE.