



TOWN OF DOUGLAS
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WATER/SEWER DEPARTMENT
DOUGLAS, MASSACHUSETTS 01516

Water and Sewer Payment Agreement Policy

- Agreements are authorized between the Water and Sewer Department and Property Owner for outstanding Water and Sewer Accounts.
- Payment agreements require a minimum payment of 1/4 of the Total Water and Sewer Account Balance at the inception of the agreement. Subsequent monthly payments must be at least 1/3 of remaining balance.
- The term of the agreement shall be for 4 months. Early prepayment of the account is allowed without penalty.
- The Town of Douglas Water and Sewer Department does not waive any interest or fees on Water and Sewer Accounts. Interest will continue to accrue.
- During the term of the agreement, the Water and Sewer Department may not bring action to shut off service for non-payment unless the terms of the payment plan are not made in accordance with the schedule set out in the agreement
- Payments may be made in cash, money order, certified check or bank check or any other legal tender available at the time of payment.
- If payments are not made in accordance with aforementioned terms a Shut Off may be performed without further notice.
- The Town of Douglas Water and Sewer Department Payment Agreement Policy will apply to a Single Family Residential Property.
- The Town of Douglas Water and Sewer Department Payment Agreement Policy will apply to the percentage of the property that is occupied by the Owner of an Owner Occupied Multi-Family Residential Property.
 - Example 1: An Owner Occupied Duplex must pay 50% of their total bill and may enter into a payment agreement for the remaining 50%.
 - Example 2: A Four Family Owner Occupied Multi-Family Residential Property must pay 75% of total bill and may enter into a payment agreement for the remaining 25%.