



Thank you for your interest in our Budget Billing Program!

The following outlines the rules and regulations of the program:

1. The applicant for Budget Billing must be the owner or occupant of the premises for which Budget Billing is requested. The city will confirm ownership through Adams County public records.
2. If the occupant is a tenant, the property owner must provide the city with written permission to place the tenant on Budget Billing. All unpaid utility bills remain the ultimate responsibility of the property owner (Thornton Municipal Code, Section 74-122).
3. The applicant must have resided in the home for at least twelve consecutive months immediately prior to applying.
4. The applicant's utility account must be current at the time of enrollment.
5. Applicants with more than five delinquent notices or who have had service discontinued for non-payment within the past twelve months are not eligible for Budget Billing.
6. The enrollment period for Budget Billing is from August 1 through March 31 of each year.
7. Only the water, sewer, and trash portions of a customer's bill are included in Budget Billing.
8. The budget billing amounts are calculated as follows:
 - **Water:** Based on the average water consumption over the past twelve months, multiplied by the applicable water rates at the time of enrollment.
 - **Sewer:** Based on the average winter consumption (AWC), multiplied by the applicable sewer rates at the time of enrollment.
 - **Trash:** Based on the number of trash containers at the property, multiplied by the applicable trash rates at the time of enrollment.

The budget amounts may be adjusted at the time of initial calculation or during the annual reconciliation process to account for anticipated rate increases. Any increase will not exceed planned future rate adjustments.

9. Budget Billing customers will go through an annual reconciliation process during the March/April billing period. The new monthly budget amount will be calculated by determining a new budget (as described in item 8) and adding 1/12 of the account balance.
10. Customers may choose to terminate participation in the Budget Billing Program at any time. Written notice must be provided to the Utility Billing Department. The account will be reconciled, and any resulting charge or credit will appear on the next billing statement.
11. If a customer becomes more than ten days delinquent, they will be removed from the Budget Billing Program. All unpaid charges will become immediately due and payable. If full payment is not made, standard collection procedures will apply as required by ordinance. Removed customers will not be eligible to re-enroll in the program for one year from the date of removal.

If you meet the above guidelines, please complete and return the application form to:

City of Thornton Utility Billing

9500 Civic Center Dr.

Thornton, CO 80229

Email: utilbilling@thorntonco.gov

Fax: 303-538-7371

For questions about the Budget Billing Program, please contact the Utility Billing Office at 303-538-7370.