

## **Certification/Special Assessment Overview**

- This process is done once a year to collect on any delinquent utility bills
- The amount certified to the taxes would **include** any unpaid balance **not paid by a tenant or previous homeowner.**
- If there is a balance due on a utility bill as of **June 1<sup>st</sup>** of the current year that will be considered a pending assessment or certification amount.
- Only (1) one letter** will be sent out to notify you of any unpaid balances, which is sent out the beginning of August. This is why it is so important for homeowners to notify the city of any address or ownership changes as soon as they occur.
- Any and all payments made towards the property address that the city receives after June 1<sup>st</sup>, will automatically be credited towards the delinquent/pending assessment payoff first for active accounts. You **MUST** reference the **customer number** when making payments on closed or final accounts.
- If the pending assessment amount is not paid in full by the due date in November, the amount will be transferred to Hennepin County, **including 7% interest** and placed on the property owner's property taxes for the following year as a special assessment.

Any questions regarding special assessments or our certification process, please contact  
(763) 592-6760