



LEVY ARREARS POLICY

STEPS	APPROXIMATE TIMELINE FOLLOWING EXPIRY OF DUE DATE	NOTICE	FEE
1	No earlier than the 14 th day after the due date	1st Reminder Notice	\$15.00 (incl GST) fee
2	Between 10 and 14 days after the Reminder Notice date	2nd Reminder Notice	\$35.00 (incl GST) fee
3	Between 10 and 14 days after the 2 nd Reminder Notice date	3rd Reminder Notice	\$65.00 (incl GST) fee
4	Between 10 and 14 days after the 3 rd Reminder Notice date	Letter of Demand	\$250.00 (incl GST) fee
5	Liaison with Debt Collectors and Lawyers		\$ hourly rate