

LUNENBURG REGIONAL COMMUNITY RECYCLING CENTER

POLICY LRCRC – 2

CREDIT SALES POLICY

1. New waste customers are eligible to receive a line of credit of \$500 providing they complete the Credit Application for \$500 credit. Additional credit up to \$3,500 may be granted, providing they provide an adequate Bank Reference, Trade Reference and completed Credit Application form.
2. Both the Municipal Treasurer and the Operations Manager together may authorize additional credit, as appropriate, to existing customers in good standing, after a positive review of the customer's credit worthiness.
3. Emergency credit, as appropriate, can be approved by Operations Manager for a maximum of \$5,000, providing a written personnel guarantee for all charges is provided by the principal operator(s).
4. Interest will be charged similar to the prevailing rate charged by the Municipality on overdue taxes (10% per annum, 0.83% per month, compounded monthly).
5. Credit Applications will be approved at the Municipal Office.
6. Collections Procedures on past due accounts:
 - 30 days overdue: Collection letter – customers with accounts one month in arrears will receive a **warning letter** notifying them that accounts in arrears for over 60 days will be suspended from dumping at the site and/or be suspended from their direct haul privileges.
 - 60 days overdue: Follow-up **telephone calls and second warning letter** to customers with accounts two months in arrears.
 - More than 60 days overdue: Customers with accounts over 60 days in arrears will have **their credit suspended and access to the Waste Site limited to strictly on a cash basis**. Direct haulers with accounts past due by more than 60 days are **suspended from direct haul privileges** until their account is paid in full.

- Repeat Offenders are suspended from dumping at the site and/or will have their direct haul privileges revoked, at the discretion of the Operations Manager. (Normally three warnings will result in revocation of direct haul privileges.) Former direct haulers who have a revoked direct haul status cannot be reinstated until approved by the Waste Management Committee. (It is their responsibility to formally apply to the Committee requesting a reconsideration of the revoked status.)
- More than 90 days overdue: **Legal action** including Small Claims Court for customers with accounts three months in arrears. **Collection agencies** will be used where appropriate.

7. All other sales will be on a cash (or debit) basis. (No personal cheques)

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
APPLICATION FOR CREDIT - \$500**

Individual Name or Company to be billed: _____

P O Box/Rural Route: _____

City/Town: _____

Province: _____ *Postal Code:* _____

Telephone Number: _____

Company Contact: _____

Authorized Signature: _____

FOR INTERNAL USE ONLY

Employee Signature: _____

Authorized Signature: _____

Other Approval: _____

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
APPLICATION FOR CREDIT - \$3,500**

Generators/ waste haulers requesting credit must complete this form to dump at the Lunenburg Regional Community Recycling Center or direct haul to Kaizer Meadow site at Chester. (Those requesting that tipping fees be charged to the individual/company must complete the attached credit application/agreement form)

To complete the application for credit, we require a completed application, a satisfactory Bank and a Trade Reference and if a limited company a signed Guarantee – New Customer. Please forward the Trade Reference Form to one of your suppliers and the Bank Reference Form to your financial institution with instructions to return the completed documents directly to the Municipality of the District of Lunenburg at 210 Aberdeen Rd. Bridgewater, NS B4V 4G8. (Fax 902-543-7123) These references must be received by our office before you can be considered for credit privileges at the Waste Site.

If the waste hauler is requesting the tipping fees be charged to the generator, the generator must fill out and sign an "Authorization for Waste Hauler" form. This form must be submitted to the administration office at the Lunenburg Regional Community Recycling Center prior to disposing of any waste.

Please refer to the Credit Sales Policy for further details on credit sales.

WASTE HAULER/GENERATOR INFORMATION

Individual Name or Company to be billed:

P O Box/Rural Route: _____

City/Town: _____

Province: _____ Postal Code: _____

Telephone Number: _____

Company A/P Contact:

Officers/Owner(s)	Name	Address	Home Phone
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Bank Name

Address

Account No.

Authorized Signature: _____

Amount of Credit Requested: _____

FOR INTERNAL USE ONLY

Employee Signature: _____

Authorized Signature: _____

Completed Credit Application/Agreement

Returned completed Trade Reference Form

Returned completed Bank Reference Form

Other Approval: _____

Approved Credit Limit: _____

**Municipality of the District of Lunenburg
Authorization for Waste Haulers**

I _____ of _____

NAME

ADDRESS

_____ of _____

POSITION

COMPANY NAME

Authorize _____ to deliver _____

COMPANY/INDIVIDUAL

WASTE TYPE

to the Lunenburg Regional Community Recycling Center from _____, 200__
to _____, 200__. All associated tipping fees will be charged to our account according to
the Regulations for the Admission and Disposal of Lunenburg Regional Community Recycling
Center "Schedule A".

AUTHORIZED SIGNATURE

DATE

GUARANTEE – NEW CUSTOMER – LIMITED COMPANY CREDIT APPLICATION

BETWEEN:

THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG, operating the Lunenburg Regional Community Recycling Centre (“LRCRC”) at 908 Mullock Road, on behalf of the Town of Bridgewater, Lunenburg, Mahone Bay, and the Municipality of the District of Lunenburg.

(Hereinafter referred to as the “LRCRC”)

- and -

(Hereinafter referred to as the “Guarantor”)

WHEREAS _____ (the applicant) has applied for credit from the LRCRC, with respect to the use by the applicant of the facilities or services operated by the LRCRC.

AND WHEREAS LRCRC has requested the execution of this guarantee by the guarantors further to such credit to be advanced to the applicant.

NOW THEREFORE WITNESSETH that the guarantor hereby agrees to assume full responsibility for any and all financial responsibilities and/or obligations of the applicant from time to time with or due to the LRCRC for the use of the facilities or services operated by the LRCRC, and in the event that the applicant fails to fulfill all of their financing obligations with LRCRC, and to the satisfaction of LRCRC, the guarantors shall accept full responsibility for all such financial obligations incurred by the applicant from time to time, and as determined by LRCRC management. Furthermore the guarantor agrees:

- a) to be bound by the terms and conditions of the Credit Agreement.
- b) that it is unnecessary for the Municipality to exhaust all avenues with respect to collection from the applicant before enforcing the guarantee.
- c) that the Municipality is not required to advise the Guarantor as to the status of the applicant’s account.

GUARANTORS:

Guarantor information (mandatory):

Full Name: _____ Date of Birth: _____

Home Telephone Number: _____

Civic Address: _____ City/Town: _____

Mailing Address: _____ Province/Postal Code: _____

Employer: _____ Work Telephone Number: _____

Personal Banking Information:

Primary Personal Bank Branch
(attach copy of voided cheque)

TRADE REFERENCE FORM
STRICTLY CONFIDENTIAL

Date: _____ Please respond within 48 hrs and return
To: _____ completed form to:
MODL 210 Aberdeen Rd. Bridgewater, NS B4V 4 G8

We require information in confidence on the following referenced customer. Please check the appropriate boxes below and return to our office.

Company Name: _____

Address: _____

Requesting Client Name: Municipality of the District of Lunenburg.

Address: 210 Aberdeen Rd., Bridgewater, NS B4V 4 G8 Fax 902-543-7123

We require information in confidence on the above referenced customer. Please check the appropriate boxes below and return to our branch.

Not authorized to Respond | No Record | Account Closed | Non Active Account | Active Account

Doing Business For: Under 1 Year | 1-3 Years | Over 3 Years

Credit Limit in the past 1 year has:
 Increased | Decreased | Remained the same | 3 figure | 4 figure | 5 figure | 6 figure | 7 figure

High Credit given:
\$ _____

Low Credit given:
\$ _____

Current Outstanding:
\$ _____

Amount Overdue:
\$ _____

Payment Terms:

Average Payment Performance:

Industry Your Company belongs to:

Any other Comments:

The information in this report is confidential and may not be disclosed to any other person other than the requesting client. Neither the responding party nor the requesting party or any of their employees assumes any responsibility for the accuracy and completeness of the information in this report. The requesting client indemnifies and saves harmless the responding party and their employees from any liability incurred as a result of this report. Receipt of this information constitutes agreement to the above.

Name: _____ Title: _____ Date: _____ Signature: _____

Bank: *[Customer's Bank]*

BANK REFERENCE FORM

Please respond within 48 hrs and return completed form to:

Municipality of the District of Lunenburg, 210
Aberdeen Rd, Bridgewater, Nova Scotia B4V 4G8
Fax 902-543-4123

Phone No:

Address:

Account No:

Fax No:

Tr No:

Name: *[Customer's Name]*

Address:

Requesting Client Name: Municipality of the District of Lunenburg

Address: 210 Aberdeen Road, Bridgewater, Nova Scotia B4V 4G8

We require information in confidence on your customer indicated above. Please check the appropriate boxes below and return to our above address Fax 902-543-7123

Not Authorized to Respond No Record Account Closed Non Borrowing Account

Account Open For: Under 1 Year 1-3 Years Over 3 Years

Operating Loans: Secured Unsecured

Authorized Limits: Low Medium High 4 figure 5 figure 6 figure 7 figure 8 figure

Now Owes: Low Medium High 4 figure 5 figure 6 figure 7 figure 8 figure

Term Loans: Secured Unsecured

Authorized Limits: Low Medium High 4 figure 5 figure 6 figure 7 figure 8 figure

Now Owes: Low Medium High 4 figure 5 figure 6 figure 7 figure 8 figure

Average Balance: *Deposit Accounts*

Low Medium High 4 figure 5 figure 6 figure 7 figure 8 figure

NSF Activity *[last 3 months]*

No Record None Infrequent (less than 3) Frequent (more than 3)

Repayment History:

Previous (31-365 days) As Agreed: Yes No

Current (last 30 days) Up to Date: Yes No

The information in this report is confidential and may not be disclosed to any other person than the Municipality of the District of Lunenburg ("MODL") and the requesting client. Neither the responding bank or any of their employees assumes any responsibility for the accuracy and completeness of the information in this report. Any person relying on this information does so entirely at their own risk. MODL indemnifies and saves harmless the responding bank and its employees from any liability incurred as a result of this report. Receipt of this information constitutes agreement to the above.


Date: _____

Authorized Officer: _____

Annotation of Policy Book

Date Recommended by Waste Management Committee: November 15, 2006
Date of Notice to Councils of Intent to Consider: November 21, 2006
Date of Approvals of Councils:
Town of Bridgewater December 11, 2006
Town of Lunenburg December 14, 2006
Town of Mahone Bay December 12, 2006
Municipality of Lunenburg December 12, 2006
Effective Date: December 20, 2006

Date of Amendment Recommended by Waste Management Committee: April 16, 2008
Date of Notice to Councils of Intent to Consider Amendment: May 8, 2008
Date of Approvals of Councils:
Town of Bridgewater May 26, 2008
Town of Lunenburg May 15, 2008
Town of Mahone Bay June 3, 2008
Municipality of Lunenburg May 15, 2008
Effective Date: July 17, 2008



Chief Administrative Officer