

Administration Fee Schedule

This fee schedule outlines the standard administration fees for various services and activities. It is designed to provide transparency and consistency in assessing charges associated with administrative processes. **All fees are subject to change** and may vary depending on the specific requirements or complexity of the service provided.

General Administrative Services

Service	Fee (USD)	Description
Document Processing	\$25	Processing and handling of official documents, forms, or certificates.
Copying/Scanning Services	\$0.10 per page	Charges for photocopying or scanning documents.
Late Payment Processing	10% Late Payment	Penalty fee for late payment of invoices/monthly bills.
Finance Charge	1%	Penalty assessed on past due payment amount, not including late fees.
Returned Check Fee	\$35	A fee is assessed for checks returned due to insufficient funds.
Certified Balance Certificate	\$25.00	Certification of balance

Lien Fees

Service	Fee (USD)	Description
Municipal Lien Filing	\$250.00	Lien Filing, Atty fees
Lien Satisfaction	\$450.00	Lien Satisfaction

Equipment/Miscellaneous Fees

Service	Fee (USD)	Description
Tank Inspection	\$150	
Lab Testing	\$50-\$150 plus cost	
Engineer Review	Cost	
Sewer Permit	\$7,500 subject to change	Permit, including tapping, inspection
Cost of tank assembly	\$7,996.01	Complete system
Curb Stop Assembly	\$512.40	Mandatory curb stop

Payment Information

- All fees are payable by check, credit card, or electronic transfer.
- Invoices will be issued upon completion of services.
- Payments must be made within 30 days of the invoice date to avoid late payment fees.

Contact and Questions

For inquiries regarding the administration fee schedule or to request a specific service, please contact the administration office by phone at (570)222-4889 or email at Gtsa.officemgr@gmail.com.