

CFD Prepayment Procedures

Prepayment Request:

1. A Property Owner will make a written request (email is sufficient) to prepay the Facilities portion using the approved Prepayment Demand Letter. The Prepayment request can be sent to General Government Management Services (GGMS) at GGMS@earthlink.net.

The request will include:

- a) The Assessor Parcel Number (APN);
 - b) The address of the property;
 - c) Name of owner or buyer;
 - d) Size of home (square footage of living space);
 - e) Legal description of property; and
 - f) Percentage to be prepaid (either 100% or partial prepayment percentage).
2. GGMS will confirm the calculation, and notify the Requester and City (approximately 10 days).

To make a Prepayment:

1. The Prepayment amount is sent to the City with a copy of the Prepayment Demand Letter.
2. GGMS will prepare and send a Prepayment Letter noting the Prepayment of the Facilities portion of the CFD, to the property owner.
3. The City Clerk will maintain an office file of all completed Prepayment letters.

Please note:

1. Prepayment can be made for any home, at any time.
2. This prepayment is only for the City of Imperial CFD Facilities portion. The Services portion will continue to be levied annually.
3. Prepayments may be made in any increments and will reduce all future payments based on the percentage prepaid.
4. Prepayments do not include any amounts already placed on the tax rolls for the current year. Such amounts shall be paid prior to the issuance of a Prepayment Letter.
5. Rates are calculated each August and are effective the following September through August.
6. Any Prepayments received after May 31 of any year will be credited to and receive a tax levy for the next Fiscal Year.
7. This Prepayment does not include any other assessments (School CFD, etc).