



REQUEST FOR SEWER CREDIT

Name on Account: _____ Account Number: _____
 Mailing Address: _____ City _____ Zip: _____
 Service Address: _____ City _____ Zip: _____
 Home Phone Number: _____ Business Phone Number: _____

THIS SECTION IS INFORMATION REGARDING SEWER CREDITS:

City Code Section 32-308 (d) authorizes adjustments to sewer charges in certain instances where the excessive water consumption does not enter the sanitary sewer system. When excessive water consumption crosses 2 billing cycles, an adjustment may be authorized when corrective action is taken within ten (10) days of the date of the bill when the excessive consumption was initially billed.

REQUIREMENTS TO QUALIFY FOR A SEWER CREDIT:

1. The water consumption must exceed the previous six months' average by a minimum of ten thousand (10,000) gallons.
2. The water consumption must exceed the previous six months' average by 100%.
3. Written requests for sewer credit must be received within sixty (60) days of the date of the bill for which adjustment is requested.
4. Sewer credits are limited to once in a twelve (12) month period.
5. Attach a copy of repair bill, pool contract or provide a statement explaining when and how the repair was made.
This request can not be processed until verification of the repair is provided.

SEWER CREDITS WILL NOT BE GRANTED FOR THE FOLLOWING REASONS:

1. Broken or leaky water lines where the water enters the sanitary sewer system. (i.e. leaky toilets or inside faucets)
 2. Water used for irrigation.
 3. Negligent use of water.
 4. Undetermined use of water.
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THIS SECTION MUST BE COMPLETED AND SIGNED BY THE ACCOUNT HOLDER

1. Date excessive water consumption was discovered _____.
2. Location of water problem _____.
3. Describe the nature of the excessive water consumption. (*Please attach narrative to this form or write on back of this form.*)
4. Date excessive water consumption problem was corrected _____.

Please use the back of this form for additional comments.

Signature of Account Holder Date