

REQUEST FOR SEWER USE ADJUSTMENT

(Please read the Village's Adjustment Policy to determine if you qualify)

Customer Name:	
Account Number:	Phone #:
Service Address:	
Date high usage was first noticed:	
Describe how you noticed or discovered the high usage:	
Describe the location or cause of the high usage:	
Was the water used discharged to the sanitary sewer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If not, explain why the water was not discharged to the sanitary sewer?	
Describe actions taken to repair the high usage and attach a copy of repair receipts:	
Have you received a previous adjustment? Is so, provide approximate date:	
List the billing period date for which you are requesting adjustment:	
List the amount of the bill for the high usage period:	
Gallons used: _____ Water charge: _____ Sewer Charge _____ <i>(The amount under consideration for adjustment shall not be payable until a determination on the adjustment is made. All other amounts not in dispute shall be due according to utility rules; failure to pay can result in the water being turned off.)</i>	

By signing this request, I agree to the following statements:

1. I understand the terms and conditions of the Sewer Adjustment Policy.
2. I am notifying the Sewer Utility that I have sustained high usage and the leak has been repaired.
3. I agree to allow utility personnel access for verification of repairs.
4. I understand that submittal of this form does not guarantee an adjustment will be made.

I agree that all statements of this form and any attachments are true and correct to the best of my knowledge and understand that making false statements on governmental record may result in legal action.

Signature: _____ **Date Signed:** _____

OFFICE USE ONLY	
Date Application Received: _____	PW Director Review: Date: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Average Usage: _____	
Average Bill: _____	
Adjustment Amount: _____	