



SWIMMING POOL ADJUSTMENT FORM REQUEST

(ONE ADJUSTMENT FOR POOL FILL ALLOWED PER CALENDAR YEAR)

DATE: _____

I AM REQUESTING AN ADJUSTMENT ON THE UTILITY BILL AT THE FOLLOWING LOCATION:

CUSTOMER NAME: _____

ADDRESS: _____

ACCOUNT #: _____

TELEPHONE NUMBER: _____

POOL FILL DATE: _____ GALLONS IN 1000'S _____

I AM APPLYING FOR A POSSIBLE CREDIT ADJUSTMENT ON MY UTILITY ACCOUNT WITH THE UNDERSTANDING THAT ONCE THE REVIEW PROCESS HAS BEEN COMPLETED, THE ACCOUNT MAY NOT BE ELIGIBLE FOR A CREDIT. THE REVIEW PROCESS IS PERFORMED IN THE ORDER THE REQUESTS ARE RECEIVED AND CREDITS ISSUED WILL BE REFLECTED ON MY UTILITY STATEMENT AS AN ADJUSTED AMOUNT. THERE WILL NOT BE AN ADJUSTED BILL SENT OUT.

I UNDERSTAND THAT PAYMENT MAY NOT BE WITHHELD; THE PAYMENT MUST BE CURRENT TO AVOID THE PENALTY CHARGES AND POSSIBLE TERMINATION OF SERVICE.

*APPLYING FOR AN ADJUSTMENT ON A PAST DUE ACCOUNT DOES NOT EXEMPT A CUSTOMER FROM MAKING A PAYMENT. YOU MUST KEEP YOUR ACCOUNT IN GOOD STANDING IN ORDER TO AVOID POSSIBLE TERMINATION OF SERVICES *

ONCE ADJUSTMENT HAS BEEN REVIEWED, AN ATTEMPT WILL BE MADE TO CONTACT CUSTOMER. CUSTOMER WILL BE RESPONSIBLE FOR ALL PAST DUE BALANCES TO BE PAID WITHIN 3 BUSINESS DAYS OF ADJUSTMENT DECISION TO AVOID TERMINATION OF SERVICES.

* POOL ADJUSTMENTS MAY NOT BE SUBMITTED UNTIL THE POOL IS FILLED *

* ACCOUNT MUST HAVE 2 NORMAL BILLING CYCLES PRIOR TO REVIEW FOR AN ADJUSTMENT *

* NO ADJUSTMENTS FOR POOLS FILLED WITH A SPRINKLER METER *

YOU WILL BE CHARGED FOR WATER USAGE ONLY AND SEWER CHARGES WILL BE ADJUSTED BASED ON AVERAGE USAGE FOR POOL ADJUSTMENTS.

SIGNATURE: _____ DATE: _____

* BY YOUR SIGNATURE, YOU ARE STATING THAT YOU UNDERSTAND THE TERMS OF THIS REQUEST *

RECEIVED BY: _____