



# 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?	
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?      If 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: _____	
Customers must pay the amount of an average bill at this time and remain current on future bills during the time an application for adjustment is being reviewed.	

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

- I understand the terms and conditions of the Sewer Adjustment Policy
- I am notifying the Sewer Utility that I have sustained high usage and the leak has been repaired
- I agree to allow utility personnel access for verification of repairs
- 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 a governmental record may result in legal action.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Date application received: _____	Average Usage: _____
Date reviewed: _____	Average Bill: _____
Findings: _____	Adjustment Amount: _____
_____	Sewer: _____
Date applied to account: _____	Water: _____

