

## Request for Sewage Account Adjustment Due To Water Shut-off/ Vacancy

### **Requirements:**

Residence/dwelling is empty/vacant.

Water has officially been shut-off by the Ross County Water Company and no waste can be produced.

### **Procedure:**

1. Fill out request form, sign and date.
2. Submit form to Village Administrator.

### **Adjustment:**

When the Ross County Water Company verifies it as a G-Acct. (gone account) and there is no water usage for the month being billed, the monthly charge will be adjusted to \$48.00 a month.

**Please note:** You must notify the village administrator of intentions to occupy this structure before water service is again established at this location. If the village is not notified of intended occupancy before water service is established you could incur a penalty.

Please note: If you are buying Land Contract you must have a Tenant/Purchaser Authorization Agreement signed by the property owner and on file with the Village for us to deal directly with you for an Adjustment.