

## Request for Sewage Account Adjustment Due to Swimming Pool Fill

### Procedure:

1. Fill out a request form, sign and date.
2. Submit request form to Village Administrator along with:
  - Proof of the # gallons pool holds- this could be a copy of the pools paperwork verifying the gallons to fill the pool, a copy of something on box stating how many gallons the pool holds, or a picture of something written on the pool itself stating how many gallons it holds. (Required)
  - A copy of the water bill that shows the extra gallons used to fill the pool. (Required)

### Adjustment:

Adjustments will be made using:

- the information provided on request form
- the information on the pool paperwork requested
- the water bill showing the extra gallons used
- your average monthly water usage for a 6 months period of time, excluding the month the pool was filled.

### Stipulations:

- The adjustment given will not go below the base rate of \$60.00 for 0-2500 gallons for the month the pool was filled.
- One adjustment per residence per calendar year.
- All requests for a pool fill adjustment must be submitted within the 6 months following the date that the pool was filled to be eligible for an adjustment.

Please note: If you are buying Land Contract or you are a Tenant, 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 a Swimming Pool Fill Adjustment.