

# Village of Palmyra Water & Sewer Utility

## Utility Service Credit Application

(Please fill in all highlighted areas of the form)

<b>Customer Name:</b>		<b>Daytime Phone:</b>	
<b>Customer Service Address:</b>			
<b>Account Number:</b>		<b>Email address:</b>	
<b>Date leak was first noticed:</b>			
<b>Describe how you noticed or discovered a leak:</b>			
<b>Describe the location or cause of the leak:</b>			
<b>Was the water used due to the leak discharged to the sanitray sewer?</b>			
<b>If not, please explain where the water was discharged to.</b>			
<b>Discribe the actions that were taken to repair the leak and attach a copy of the receipts for the corrective work (parts, contractor).</b>			
<b>Billing period dates which a credit is being sought:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b><u>By signing this request, I agree to the following:</u></b>			
1. I understand to the terms and conditions in the Village of Palmyra's Leak Credit Policy.			
2. I am notifying the Village of Palmyra that I had a leak and it has been repaired.			
3. I agree to allow access the DPW staff to access my property to verify the information in this application as may be necessary.			
4. I understand that submittal of this application does not ensure a credit will be granted.			
5. I agree that the statements on this application and any associated attachments are true,accurate and complete to the best of my knowledge and understand that making false claims on a government document may result in legal action.			
<b>FOR OFFICE USE ONLY</b>			
Date application was received: _____			
Date reviewed by Superintendent: _____			
Date reviewed by Committee: _____			
Average use (in kGals) _____			
Billed use (in kGals) _____		Sewer credit amount _____	
Creditable sewer (in kGals) _____		Water credit amount _____	
Creditable water (in kGals) _____		Total credited _____	