



## Sanitary Sewer Credit Application Form

Charter Township of East China

5111 River Road

East China MI 48054

[www.eastchinatownship.org](http://www.eastchinatownship.org)

**INSTRUCTIONS:** This form must be completed in its entirety and returned to the address Attn: UTILITY BILLING in order for your request to be processed. If a credit is approved, you will be contacted directly.

Date:

Account Number:

Parcel Number

### Applicant Information / Account Holder / Address in Question

Name:

Address:

Phone:

Email:

### Property Owner Information (if different from the address above)

Name:

Address:

### Reason for request

Water entered sewer – NO CREDIT AVAILABLE

Water did not go into sewer – Discharged on the ground, please explain below

Water did not go into sewer – OTHER, please explain below

Please enclose documentation of the leak and how it was repaired to assist with determining any applicable credit. Examples of documentation include: plumber bill, receipt(s) for parts/repair, photos, etc.

### Applicant Authorization

Date(s) of occurrence:

Amount requested : \$

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

### Process of Request

A reduction/credit in sewer service charges may be considered by the East China Township Board of Trustees if the East China Township Public Works Supervisor is able to determine and estimate the amount of water consumed by a user which is not discharged to the wastewater treatment system because of a leak in the user's plumbing or appliances. No more than 1 credit per address will be issued within in a 24-month time frame.

### Township use Only

Credit Approved

Credit Denied

Amount of Credit:\$ \_\_\_\_\_

Inspected By:

Date:

DPW Comments:

DPW Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BILLING CLERK: Has this customer ever been granted a credit in the past? \_\_\_\_\_ If yes, DATE(s): \_\_\_\_\_