

**Mt. Holly Springs Borough Authority
Request of Water/Sewer Bill Adjustment**

*Bill adjustment request forms must be submitted the Tuesday before an Authority Meeting
no later than 1:00pm. In order for an adjustment, you MUST have a receipt.*

Property Owner: _____

Phone Number: _____

Property Address: _____

Bill Date: _____

Bill Amount: _____

Description of problem causing abnormal water usage and date problem was discovered:

Description of corrective action that solved the problem and date problem was solved:

I certify that I have not received a water/sewer bill adjustment (excluding swimming pool waiver) within the last 24 months and that the corrective action described above have been completed as described. I understand that if granted an adjustment, I may not apply for another adjustment until 24 months have passed from the date any adjustment is granted. Note, that if a new water meter is installed, the 24 months' time to request for a bill adjustment again, will start from the date of the installation of the new water meter.

Property owner: _____

	Signature	Date
Authority Approval	Granted ___	Denied ___

Adjusted Amount: _____ **Date Approved:** _____

Authority Signature: _____