

VILLAGE OF ALMONT
UTILITY BILLING – PENALTY WAIVER FORM

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[Email To: ppardo@almontvillage.org](mailto:ppardo@almontvillage.org)

Customer Name _____ Service Address _____

Acct Number _____ Phone Number _____

Water and/or Sewer Customers contesting the 10% penalty charged to their accounts may be granted a **one-time waiver** of said charge during a **one year period** providing the following conditions have been met:

1. Requests for waiver must be submitted in writing, signed and dated by the property owner or person on record with the Department as being responsible for payment.
2. Penalty has not been charged within (1) year period prior to the request.
3. All delinquent charges for water and/or sewer service shall be paid in full prior to the next billing cycle.
4. Request must be received within 30 days of being charged the penalty.
5. Submitting a request will not prevent termination of water service.

Reason for the Penalty request

waiver: _____

Date of Adjustment: _____

Village Manager Approval: _____

Date of Approval: _____