



Fee Adjustment Application

Customer Name: _____
Service Address: _____
Phone: _____

Date: _____
Account Number: _____

Guidelines & Instructions

- This form is not a guarantee that a credit will be applied to your utility bill.
- You will be notified by phone or letter if additional information is needed.
- Request must be received within 90 days of the billing due date.
- Accounts must be paid in full in order to be considered for an adjustment and to avoid disruptions of service.
- Customers will be notified of the decision in writing within 15 working days of receipt of the application.
- If the adjustment request is approved, a credit will be applied to your next bill.

Please Note: Adjustments for leak, sod, or pool require a different application.

Description of Request:

CUSTOMER RESPONSIBILITY:

By signing this request, you certify and understand the terms and conditions of the Montgomery County Environmental Services Fee Adjustment Policy. I understand the decision of Montgomery County Environmental Services is final and nonnegotiable and cannot be appealed. I understand that Montgomery County and I will adhere to the decision.

 Signature of applicant

 Date

<p>Please return the completed form to:</p> <p>Montgomery County Environmental Services Attn: Customer Service Department 1850 Spaulding Road Kettering, Ohio 45432-3732 Phone 937-781-2688</p>	<p>FOR OFFICE USE ONLY:</p> <p>(Circle) Approved or Denied (if approved) Amount of Adjustment: \$ _____ Reason: _____ Approved by: _____ Date: _____ Processed by: _____ Date: _____</p>
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