



219 Chestnut Street Swanton, Ohio 43558
P: 419.826.9515 | F: 419.825.1827
www.villageofswantonohio.us

UTILITY BILL ADJUSTMENT REQUEST FORM

Account Number: _____

Applicant Name: _____ Date Submitted : _____

Mailing Address: _____

Service Address: (if different from above) _____

Phone Number: _____ Email Address: _____

Are you the: OWNER OCCUPANT TENANT

Written description of issue is required. Documentation attached: YES NO

Pool Fill Adjustment Request

Type of pool: In-Ground Above-Ground

Beginning meter read _____ Ending meter read _____

Estimated # of gallons used _____ Date filled _____

Requests for adjustments may be made as a result of billing errors, late fees, and/or extraordinary water consumption due to break in customer owned plumbing, equipment malfunction, etc. and said water did not enter the sanitary sewer system. See § 36.08 of Swanton Village Codified Ordinances for complete details on utility adjustments.

I certify that the above information is true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____

- OFFICE USE ONLY -

Accepted (initials/ date): _____ Date of Utility Bill: _____ Total Utility Bill Amount: _____

Has there been an approved utility adjustment, on this account, within the last 12 months? YES NO

Water Adjustment Amount: _____ Sewer Adjustment Amount: _____ Adjusted Bill Amount: _____

Request: Approved Denied Date Customer notified: _____

Signature of Village Administrator Date