



# Arch Cape Water and Sanitary Districts

32065 East Shingle Mill Lane  
Arch Cape, OR 97102 • 503.436.2790

## BILLING APPEAL REQUEST FORM

Billing Appeal under Water District Policy #16-06 WD / Sanitary District Policy #\_\_-\_\_ SD

Date \_\_\_\_\_ Account Number \_\_\_\_\_

Name on account \_\_\_\_\_

Property Account Address: \_\_\_\_\_

**If different:** Your Name \_\_\_\_\_ Address \_\_\_\_\_

Contact Info (phone/email) \_\_\_\_\_

Date leak discovered / loss noticed	Date leak / loss repaired
Describe the water loss	Describe the repairs to your system
Name of person or entity discovering leak	Name of person or entity repairing leak

Amount being appealed: \$ \_\_\_\_\_ Date(s) of charges being appealed: \_\_\_\_\_

Basis of appeal: \_\_\_\_\_ Water District Dwelling Leak Policy #17-02 WD

\_\_\_\_\_ Water District Irrigation Leak Policy #17-01 WD

\_\_\_\_\_ Sanitary District Dwelling Leak Policy #17-02 SD

\_\_\_\_\_ Sanitary District Irrigation Leak Policy #17-01 SD

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

NOTE: Leak and Billing Appeal Policies for the Water and Sanitary Districts may be obtained at District offices and found on-line at <https://www.archcapewater.org/>

### THE UNDERSIGNED HEREBY CERTIFIES:

- that I have read the District Policies above indicated and this Appeal conforms to them;
- that the contents of this Request are true and correct;
- that the customer has complied with all requirements for relief under those Policies; and
- that the attached are true and correct copies of the invoice(s) paid for repairs.

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