



**City of Ithaca
Water & Sewer Bill
Administrative Adjustment Request Form**

129 W. Emerson St, Ithaca, MI 48847
Phone: 989-875-3200 Email: clerk@ithacami.com

1. Name and contact information of individual requesting the adjustment:

_____	_____
Printed Name	_____
_____	Mailing Address
Phone Number	_____
	Email Address

2. Name and property service address for responsible party of the Water and Sewer bill in question:

Check if same as above and go to #3

_____	_____
Printed Name(s)	Service Address
_____	_____
Phone Number	Email Address

Relationship/interest of party requesting the adjustment:

- Property Owner
- Tenant/Renter
- Property Manager
- Other: _____ (Family member, Power of Attorney, Aide, etc.)

3. Are you requesting an adjustment of the:

Water portion of the bill Sewer portion of the bill Both Water and Sewer portions

4. Has the City of Ithaca Water Department inspected the service in question to look for possible problems, leaks or causes. YES or NO (circle one) If Yes, please indicate when and describe results of service call:

5. Please use the reverse side to explain, in as much detail as possible, any information that you believe would assist us in attempting to determine whether an administrative adjustment is warranted. Also, please note that due to the fact that administrative adjustment requests are investigated by the administration and water department, responses to requests typically take 2-5 business days, depending upon the complexity of the issues raised in the request. Bills disputed by filing a request for administrative adjustment are held in abeyance, meaning payment will not be due while the review is being conducted. Once a determination regarding the request is made, the

