



ACCOUNT REVIEW REQUEST CHECKLIST

It is the responsibility of the customer to provide the GNHWPCA with the necessary information and documentation in order for the Review Committee to complete the evaluation/review of the account.

Note: This checklist does not need to be returned to GNHWPCA. It is intended for the customer's use only.

Failure to provide all the necessary information will result in the form being returned to the customer. The review will not be scheduled until all the information is received.

Required Supporting Documentation Checklist:

All Requests:

- **Copies of Regional Water Authority Bills (a minimum of 2 bills is required)
(Must be actual reads only, estimates will not be accepted)**

- **Copies of Regional Water Authority Corrected Bills
(If applicable)**

Meter Removal:

- a) **Written verification from RWA that meter has been removed, including removal date**

Leaks:

- a) **Copies of Regional Water Authority Waste Adjustments**
- b) **Copies of Repair Bills, Plumber Invoices, etc.**

Fires:

- a) **Copies of Fire/Building Inspector's Report**
- b) **Insurance Report**

New Property Ownership:

- a) **Copy of closing settlement statement**
- b) **Copy of Recorded Warranty or Quit Claim Deed**

Irrigation/Evaporation/Chiller Credits:

- a) **Auxiliary Meter Reading Reports**
- b) **Proof of irrigation system (Company invoice)**

Pool/Skating Rink Credits:

- a) **Actual Meter Reading before and after filling**
- b) **Formal written request accompanied by documentation that water is not returned to the sanitary sewer.**

❖ **Please note that no adjustments will be granted for vacancies. As long as a water meter exists on the premises, the GNHWPCA will continue to assess sewer use charges.**