



Water and Sewer Department
 P.O. Box 330316
 3071 SW 38th Avenue – Room 247
 Miami, Florida 33233-0316
 T 305-665-7477 F 786-552-8763

 Name

 Date

 Mailing Address

 City, State, Zip Code

Re: Pool Credit Request/Account #: _____

Dear Customer:

In order to process your request, please complete the blank spaces, provide your signature where required and return this form in the self-addressed envelope as soon as possible, or fax to (786) 552- 8763. Please specify if a new pool was built, pool was repaired, newly painted or other. Please attach any documentation and/or receipts that may aid in the processing of your request. Spas and kiddie pools are not included.

Miami-Dade Property Tax Records are reviewed to verify that property records reflect the existence of an in-ground pool. If the record does not indicate a pool on the property, a letter is sent to the Property Appraiser requesting that the record be updated.

We may need to access the property to verify the existence of an in-ground pool before any credit can be issued. Please note that any credit issued on the sewer portion of the bill will appear during the next billing period. Due to our quarterly billing cycle, it may take up to 90 days to process your request. As a result, the credit may not appear on your next bill but on the following one. If there are any problems with your request, you will be notified.

Sincerely,

Customer Relations Branch
 Miami Dade Water and Sewer Department

I am requesting a pool credit at _____ due to (please circle one below):
 _____ Service address

_____ New Pool _____ Repaired/Painted _____ Other (Please explain below)

Pool Type: please check in-ground pool _____ or above ground _____ Date Filled: _____

Pool Dimensions are:

LENGTH	WIDTH	DEPTH

**For round pools, provide the circumference (width) and average depth only.*

I understand that upon inspection by Miami Dade Water and Sewer Department, I may be considered for a credit adjustment only for the sewer portion of my bill.

 Customer Signature

 Date

 Phone # (W) Phone # (H)