



CITY OF HAVELOCK
CUSTOMER SERVICE
POOL CREDIT REQUEST FORM

*In order to be considered for a credit to your sewer charges for the swimming pool, the required permit **Must be obtained first-please check with Planning and Inspections-City of Havelock Planning and Inspections – 444-6433***

Please submit this form AFTER your pool has been filled.

Name on Account: _____

Service Address: _____

Phone: _____

Email Address: _____ (if approved, the new balance of your bill will be sent)

Pool is: NEW ___ EXISTING ___ GRANDFATHERED ___ (pool was on site at move in or obtained prior to internal records)

Do you have a Pool Permit: Yes ___ No ___

Dimensions of Pool: _____ Round: ___ Rectangle: ___ Kidney: ___ Octagon: ___ Other: _____

Sloping depth? Yes ___ No ___ If yes, the pool is ___ feet on the shallow end, ___ feet on the deep end.

Amount filled in feet (‘) and inches (“): _____

Date filled: _____

Signature: _____ Date: _____

This institution is an equal opportunity provider and employer.

******* Office Use Only *******

Proposed Sewer Adjustment: \$ _____ For Invoice# _____ Prepared by: _____ Date: _____

Account # _____ Credit Applied \$ _____ Adjustment completed by: _____

Customer contacted by: _____ Exempted from Late Fee: ___ Exempted from Disconnect: _____

Pool Dimensions Added to Account by: _____ Need Next Read: _____ Calculated Today: _____