



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: _____