

**CITY OF DAYTON
REQUEST FOR REVIEW
BY WATER/SEWER CHARGES REVIEW BOARD**

The information below **must be** totally completed and appropriate deposit on the disputed amount remitted in order to forward the billing complaint to the Water and Sewer Charges Review Board.

Guidelines for required deposit:

- For appeals filed after the net date, but before the shut-off notice has been generated, a **25%** deposit is required.
- After the shut-off notice has been generated, a **50%** deposit is required.
- A **50%** deposit is also required if service has been shut-off, but does not require reinstatement.
- A **100%** deposit is required if shut-off and services need to be restored.

Date: _____

Check if: _____ **Owner** (or) _____ **Tenant**

Service Address: _____

Name: _____

Daytime Telephone Number: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Complaint:(attach letter with more information if necessary) _____

What are you requesting to be done to the account? _____

Signature _____