



**CITY OF HIALEAH GARDENS
DEPARTMENT OF WATER AND SEWER**

13601 NW 107th Avenue, Hialeah Gardens, Fl, 33018 – Phone: (305) 822-3017 Fax: (305) 827-0235

Name

Date

Property 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 as soon as possible, or fax to (305) 827-0235. 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 Bi-monthly billing cycle, it may take up to 60 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,

Billing Department
Hialeah Gardens Water and Sewer Department

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

- 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 SHALLOW END	DEPTH DEEP END

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

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

Customer Signature

Date

Phone # work

Phone # home