



121 North Fourth Street, West Branch, Michigan 48661  
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The City of West Branch is an equal opportunity provider, employer, and lender

**WATER/SEWER BILL**  
**ADMINISTRATIVE ADJUSTMENT REQUEST FORM**

Name and contact information of individual requesting the administrative adjustment:

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Name and property address for individual/entity responsible for water/sewer bill in question:

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Relationship/interest of party requesting the adjustment (example: property owner, tenant, office manager, etc.):

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Are you requesting an administrative adjustment of the:

- Water portion of the bill only    Sewer portion of the bill only    Both the water & sewer portions

What period of time are you requesting an administrative adjustment of your bill be applied to:

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Has the Department of Public Works (DPW) performed an inspection of the property in question to look for possible problems/leaks, etc.?    Yes    No   If yes, please indicate when, and describe results of the inspection:

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Please use the following page [attach additional pages if needed] to explain in as much detail as possible any information that you believe would assist administrators attempting to determine whether an administrative adjustment is warranted in this instance. Also, please note that due to the fact that administrative adjustment requests are investigated by the administration and the DPW, responses to requests typically take about 14-21 business days, depending upon the complexity of the issues raised in the request. However, all bills disputed via a request for administrative adjustment are held in abeyance, meaning that they are not due and owing during this period of administrative review, nor are penalties or interest accumulated during this time.

