

## POOL ADJUSTMENT REQUIREMENTS

1. Customer MUST be on sewer in order to receive a pool adjustment.
2. We will need a meter reading BEFORE and AFTER filling the pool. Email reading or picture of meter to: [wateroffice@cityofward.com](mailto:wateroffice@cityofward.com) please include your address and the name as it appears on the water bill.
3. Once you have filled your pool, Email or bring in some type of proof of the dimensions of the pool. For example:
  - a. Picture of the pool
  - b. Booklet from the pool company that installed the pool
  - c. Cut out from box that the pool was sold in
4. We need to know DATE that the readings were taken.
  5. We can only do ONE adjustment per calendar year.

