



COMMISSIONERS
 Norm Harker
 Denny Kiggins
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 GENERAL MANAGER
 John M. Peterson, P.E.

2017 Extended Vacancy Credit Eligibility & Information Sheet

Clark Regional Wastewater District offers an Extended Vacancy Credit program. The Extended Vacancy Credit program is available to property owners of single family residential dwellings. This program was designed for times of distress (fires, floods, etc.), remodels, and other circumstances resulting in extended vacancies. This information sheet explains the eligibility requirements, application process and credit details. The application is located on page two of this document. If you have any questions, the District would be happy to assist you. Please email finance@crwwd.com or call us at 360-750-5876.

Eligibility Requirements:

1. The dwelling must have been vacant, unoccupied, for at least 90 days.
2. The water service provider must certify that there was no water service during the vacancy.
 - There can be no water consumption during the vacancy.
 - Water service must be shut off or locked out.
3. The Extended Vacancy Credit Application must be submitted within 60 days after the water service is reinstated with the water service provider.
4. Your account with the District must be current upon submitting the application. There cannot be any outstanding past due balances, including service charges, penalties and fees.
 - Please understand that your account will be billed as normal and payment is due throughout the vacancy period.

Application Process:

1. Complete and submit the Extended Vacancy Credit Application on the form provided. (see page two)
 - An application can be printed from our website (www.crwwd.com), picked up from our office, or mailed to you upon your request.
2. Submit the signed application in person at the District office or via mail.
 - There will be a \$15.00 administration fee applied to your account by the District upon submitting the application.
3. A District representative will contact your water service provider to verify the information pertaining to your water service account (dates water service was shut off or locked out, consumption, etc.).
4. A District representative will review the application.
5. The applicant will be notified via email when a decision has been made regarding your credit application.
6. Please contact the District if the extended vacancy is going to be longer than 12 months. An application will be required after a 12 month period has passed.

Credit Details:

1. The credit will be applied to your account after the vacancy period has ended.
2. The credit will be prorated daily.
3. If your application is received and approved by the 20th of the month, the credit will be reflected on your next sewer service bill.
4. The Extended Vacancy Credit is determined as follows:

	District Service Area	
	Central*	Ridgefield
Base Monthly Sewer Service Rate (per ERU)	\$38.00	\$38.00
System Integration Rate (per ERU)	-	17.70
Monthly Sewer Service Charge	38.00	55.70
System Maintenance Fee (33.3%)	(12.65)	(18.54)
Monthly Extended Vacancy Credit	\$25.35	\$37.16

*The central portion of the Districts service area covers all areas of the District outside of Ridgefield. For specific questions regarding your service area, please view the maps online at www.crwwd.com/rates.html or call (360) 750-5876.



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Extended Vacancy Credit Application

Clark Regional Wastewater District - Customer Information

Name of Property Owner: _____

Customer Account Number: _____ - _____

Service Address: _____

City, State, Zip Code: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone #: (____) _____ - _____

Email: _____

Vacancy Period Dates: _____ (From) _____ (To)

Water Service Provider's Information

_____ Name of Water Service Provider _____ Water Service Account Number

I the undersigned property owner of the single family dwelling on this Application, certify that I have complied with the requirements for the extended vacancy credit program as listed in section 4.16.030 of the District's Code.

I further authorize my water service provider to release information regarding my water service account directly to Clark Regional Wastewater District.

_____ Property Owner Signature _____ Date

Official use only

Water Meter Lockout Dates: _____ (From) _____ (To) (# Days)

_____ District Representative Signature _____ Date

Approved: _____ Decline: _____