

RATEPAYER INFORMATION ABOUT REVIEW/ABATEMENT PROCEDURE

REASONS FOR REVIEW/ABATEMENT. Abatement is a reduction in the charges billed for water and/or sewer consumption for the calendar quarter. To dispute your recorded usage, the charges billed, or to correct any other billing problem that caused your bill to be higher than you believe it should be, you must apply for review/abatement of your charges.

WHO MAY FILE AN APPLICATION FOR REVIEW/ABATEMENT. You may file an application for review/abatement if you are:

- The owner of the service location at the time of billing, or a subsequent owner of the service location after the time of billing.
- The administrator (administratrix), or executor (executrix) of the estate of an owner of the service location.
- A tenant paying rent who is obligated by a rental agreement to pay for water and/or sewer charges.
- A person having an interest in, or possession of, the service location; or
- A mortgagee if the proper owner neglects, or refuses, to apply.

In some cases, you must pay all or a portion of the charges before you can file for review/abatement.

WHEN AND WHERE APPLICATION MUST BE FILED. Your application must be filed with the Office of the Town Collector on or before the due date for the charges being disputed. IF YOUR APPLICATION FOR REVIEW/ABATEMENT IS NOT TIMELY FILED YOU MAY LOSE YOUR RIGHT TO APPEAL. TO BE TIMELY FILED, THIS APPLICATION MUST BE (1) RECEIVED BY THE OFFICE OF THE TOWN COLLECTOR ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID, TO THE PROPER ADDRESS OF THE OFFICE OF THE COLLECTOR ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.

PAYMENT OF CHARGES. Filing an application for review/abatement does not operate to stop the collection of your charges. In many cases, you must pay the charges when due in order to appeal the Town's final disposition of your application. Failure to pay the charges billed when due may also subject you to penalties and further collection action. To avoid any loss of rights or additional charges, you should pay the charges as billed.

FINAL DISPOSITION. Upon filing for review/abatement of your charges, you may be asked to provide written information about the service location and permit the Town to inspect it. Failure to provide the information or to permit an inspection within thirty (30) days of the request may result in the loss of your appeal rights.

The Town has three (3) months from the date your application is filed with the Office of the Town Collector to act, unless you agree, before that time period expires, to extend it for a specific additional period of time. If the Town does not act on your application within the original or extended period of time, this application for review/abatement is deemed denied. You will be notified in writing whether your application for review/abatement has been deemed denied.

APPEAL. You may appeal the Final Disposition of your application for review/abatement. The Notice of Final Disposition will provide you with further information regarding the appeal procedure and deadlines.

DISPOSITION OF APPLICATION (Office Use Only)

CIRCLE ONE:

ABATEMENT GRANTED

ABATEMENT DENIED BY DECISION

ABATEMENT DEEMED DENIED

NOTICE OF FINAL DISPOSITION MAILED ____/____/____

APPEAL TO APPELLATE TAX BOARD:

DATE APPEAL FILED: ____/____/____

DECISION OF ATB: _____

WATER CHARGE ASSESSED \$ _____

WATER PENALTY ASSESSED \$ _____

SEWER CHARGE ASSESSED \$ _____

SEWER PENALTY ASSESSED \$ _____

WATER CHARGES ABATED -\$ _____

WATER PENALTY ABATED -\$ _____

SEWER CHARGES ABATED -\$ _____

SEWER PENALTY ABATED -\$ _____

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TOTAL CHARGES DUE \$ _____