

WATER SUPPLY CHARGE APPEAL FORM

Instructions for Filing Water Supply Charge Appeal

(Please use a separate form for each Assessor's Parcel Number)

1. Please fill out this form as **completely** as possible. It is recommended to use the computer if available, otherwise, please print. Use black or dark blue ink, not pencil. This form will be photocopied, so legibility is very important.
2. Be sure to give your correct mailing address and telephone number so that you can be contacted by Monterey Peninsula Water Management District.
3. Be sure you have the proper legal description and characteristics of the property. Even if you are not appealing that particular fee, it is important to have a complete description and location of the building or buildings, or other improvements. The property description may be found on your deed, your tax assessment notice, or from your California American Water Company bill.
4. If additional space is needed, use a separate sheet of paper and attach it to this form. Please show the number of pages you are attaching.
5. A copy of your appeal form should be retained by you after the appeal form has been signed and dated at the time you file your appeal. It will be necessary to show this copy if questions should arise as to the timeliness of filing, or whether a specific property has been appealed.

You Need to Know the Following Facts About Your Appeal:

1. The Water Supply Charge billed to your property may not be reduced by the Monterey Peninsula Water Management District unless either the owner or the owner's agent makes and files a written appeal with the District.
2. You may have an informal review with the Monterey Peninsula Water Management District before filing an appeal. This review is not required but is often helpful. If it is determined that an appeal is required, then an appeal form must be filed at that time.
3. You may be required to submit other form of documentation with this Appeal form. The additional documentation will help substantiate your appeal. Other form of documentation can be a copy of your water bill from California-American Water Company or any other documentation requested by the Monterey Peninsula Water Management District.
4. If your property tax bill has not been paid in full, an adjustment will be made to your property tax bill and a revised bill will be mailed to your last known address by the County Assessor's Office. If your property tax bill has been paid in full, Monterey Peninsula Water Management District will send you a refund check for the adjusted amount.
5. **If your Assessor's bill become due before this appeal is resolved, it must be paid in full under protest with the County Assessor's Office.**

BE SURE TO RETAIN A COPY OF THIS APPEAL FORM FOR YOUR RECORDS.

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Read directions on first page before completing this form

Please file this appeal form with the Monterey Peninsula Water Management District. If the Assessor's bill has **not** been paid in full, you will receive an adjustment on your Assessor's bill and a revised bill will be sent to you. If your Assessor's bill has been paid in full, Monterey Peninsula Water Management District will send you a refund check.

THE FOLLOWING SECTION MUST BE COMPLETED IN FULL

<u>Owner Information</u>	<u>Description & Characteristics of Property</u>
Name of Owner (shown on Assessor's roll):	Property Address:
Assessor's Parcel Number (APN):	City:
Mailing Address:	Type of Property:
City:	No. of Units:
Zip Code:	No. of Meters/Size on Property:
Primary Phone No.:	Alternate Phone No.:

<u>Water Supply Charge Billed</u>	<u>Water Supply Charge Adjusted Amount</u>
Water Use Fee:	Adj. Water Use Fee:
Meter Fee:	Adj. Meter Fee:
Total Fee Billed:	Total Adj. Fee:

Reason for Appeal:	
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Name of Owner: _____

I hereby Authorize _____ (name of agent) to represent me in this matter.

Signature of Owner: _____ Date: _____

THIS PORTION FOR DISTRICT USE	
Appeal Received by:	Date:
Appeal Approved by:	Date:
Comments:	