



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

# Extended Vacancy Credit Eligibility & Information Sheet

Clark Regional Wastewater District offers an Extended Vacancy Credit program. The Extended Vacancy 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. If you have any questions, the District would be happy to assist you. Please email [finance@crwwd.com](mailto: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 balances, including past due amounts, service charges and/or fees.
  - Please understand that your account will be billed as normal throughout the vacancy period.

## Application Process:

1. Complete and submit the Extended Vacancy Credit Application on the form provided.
  - An application can be printed from our website ([www.crwwd.com](http://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 may be required after a 12 month period has passed.

## Credit Details:

1. For 2019, the Extended Vacancy Credit is \$26.13/month for central customers, and \$37.25/month for City of Ridgefield customers, for a single family residential dwelling.

	Central	Ridgefield
Base Monthly Sewer Service Charge (per ERU)	\$39.00	\$55.60
System Maintenance Fee (33%)	-12.87	-18.35
Monthly Extended Vacancy Credit	\$26.13	\$37.25

2. The credit will be applied to your account after the vacancy period has ended.
3. The credit will be prorated daily.
4. If your application is received and approved by the 20<sup>th</sup> of the month, the credit will be reflected on your next sewer service bill.



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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: \_\_\_\_\_