

# BOROUGH OF POTTSTOWN FINANCE DEPARTMENT

## *Request for Financial Relief*

Pottstown Borough Authority provides that the Finance Department may waive a penalty fee or ordinance fee for extraordinary circumstances provided such circumstances are documented in the customer's account and that no more than one waiver is granted per account in any twelve (12) month billing cycle.

Pottstown Borough Authority provides that the Finance Department may issue financial relief for a catastrophic water leak and will be granted **one-time to a property owner for a specific property**. Relief will not be given to rental properties or to owners where no valid attempts have been made to do repairs. Financial relief will be granted based on the PBA Policy on water leaks as adopted July 12, 2012.

Name Service Address

Phone Number Account Number

Email Address

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For the reason below, I am requesting financial relief (check one option & provide explanation):

Penalty Fee

Has the leak been fixed (circle one):

Water Leak

YES

NO

Other

Please provide explanation:

Signature

Date

All financial relief requests will be reviewed by a Finance Department supervisor and a response will be provided in 1-2 business days. The Finance Department will adhere to the PBA policies listed above. Relief will not be considered if there is an outstanding balance at Portnoff Law Associates. If you have additional questions, please contact the Finance Department at 610-970-6530 or [Finance@pottstown.org](mailto:Finance@pottstown.org).

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For Finance Department Use Only:

Finance Supervisor Initials & Date

Amount to credit or reason for denial

Approved

Denied

Finance Staff Initials & Date

Billing Adjustment

Notes