



Application for Utility Forgiveness

Borough of Greencastle
60 N. Washington Street
Greencastle, PA 17225
office@greencastlepa.gov
717-597-7143/FAX: 717-597-1022

REQUIREMENTS

All requests for utility forgiveness must include the following information prior to official consideration:

1. A completed *Application for Utility Forgiveness* form.
2. A letter to the respective official body detailing the reason for the request.
 - Letters requesting water forgiveness must be submitted to the Greencastle Area, Franklin County Water Authority.
 - Letters requesting sewer forgiveness must be submitted to the Greencastle Borough Council.
3. Documentation that a plumber assessed the issue that caused the leak or excessive water/sewer usage.
4. Photographs of the leak or excessive water/sewage usage.

Once all documentation is complete, please provide all required information to the Borough of Greencastle Office at 60 N. Washington Street, Greencastle, PA 17225, email office@greencastlepa.gov, or fax 717-597-1022.

All requests for forgiveness must be received by the Borough at least 10 days prior to the due date of the impacted quarterly billing.

APPLICANT INFORMATION

Name:		Account Number:	
Service Address:			
City:		State:	Zip:
Phone:		Email:	
Date Submitted:		Billing Quarter Impacted:	
Submitting Request for:		<input type="checkbox"/> Water Forgiveness	<input type="checkbox"/> Sewer Forgiveness
Please provide a brief explanation of circumstances related to this request.			
<i>I hereby certify that the foregoing statements are true and accurate to the best of my knowledge.</i>			
Applicant Signature		Date	

OFFICIAL BOROUGH USE

Water Usage (Gallons) Previous 4 Quarters					Average Quarterly Usage =
Sewer Usage (Gallons) Previous 4 Quarters					Average Quarterly Usage =

DETERMINATION

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	By:	Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	By:	Date:
Amount of Forgiveness/Credit:		\$ _____	
Borough Manager		Official Representative	
Date		Date	

