



**Pool adjustment Process**

- Once the pool is filled, an adjustment form can be filled out.
- The pool adjustment form is turned into the water department indicating the date the pool was filled.

**Terms and Conditions**

- An adjustment may be made to charges for sewer collection and sewer treatment based on the average usage for the bill in which the pool was filled. **Only (1) bill.**
- There are no adjustments for pools filled with a yard meter.
- The average usage is based on the previous **(6) months** of normal usage.
- Only **one** adjustment per calendar year will be permitted.
- Once the pool adjustment is filed, an average for that bill must be paid. All **current bills** must be paid in full until the pool adjustment is decisioned.
- Once decisioned, you have **(3)** days to pay the account in full.
- Adjustments may take 1-3 months for processing.

**Agreement**

By signing below, I have read and understand the process/terms and conditions.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

**Return completed form to:**

City of Gulfport Utility Billing  
 1422 23<sup>rd</sup> Avenue  
 Gulfport, MS 39501  
 Phone: 228-868-5720 | Fax: 228-868-5722  
 Email: [utilitybilling@gulfport-ms.gov](mailto:utilitybilling@gulfport-ms.gov)

<b><u>Office Use Only</u></b>
<b>Received By:</b>
<b>Completed By:</b>
<b>Date Completed:</b>



## Swimming Pool Adjustment Request Form

**\*Pool adjustments may not be submitted until the pool is filled.**

### Account Information

<b>Cycle #:</b>	<b>Book #:</b>
-----------------	----------------

<b>Customer Name:</b>	<b>Service Address:</b>
<b>Water Dept. Account Number:</b>	<b>Water Dept. Customer Number:</b>
<b>Phone Number:</b>	<b>Email:</b>
<b>Date of Request:</b>	<b>Pool fill date:</b>

**Please check the appropriate box below, I am the:**

Property Owner  Tenant  Property Manager  Other (Please Specify)

### Terms and Conditions

I have read and I understand the process/terms and conditions that was provided to me. initial

### Agreement

I understand that there is only **(1)** adjustment per calendar year that will be permitted for a pool adjustment.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

### Return completed form to:

City of Gulfport Utility Billing  
1422 23<sup>rd</sup> Avenue  
Gulfport, MS 39501  
Phone: 228-868-5720 | Fax: 228-868-5722  
Email: [utilitybilling@gulfport-ms.gov](mailto:utilitybilling@gulfport-ms.gov)

<b><u>Office Use Only</u></b>
<b>Received By:</b>
<b>Completed By:</b>
<b>Date Completed:</b>