COMMERCIAL PROPERTY SEWER SERVICE CHARGE REFUND APPLICATION

PROPERTY INFORMATION	
PROPERTY OWNER NAME:	
ADDRESS:	
ASSESSORS PARCEL NUMBER:	
APPLICANT INFORMATION	
NAME OF APPLICANT:	
ADDRESS:	
PHONE NUMBER:	EMAIL ADDRESS:
I certify(or declare) under the penalty of perjury under the laws of the State of California that the foregoing and information hereon, including any accompanying documents, is true, correct, and complete to the best of my knowledge and belief and that I am the owner of the property: SIGNATURE OF OWNER: Date:	
SIGNATURE OF APPLICANT: TITLE: Date:	

INSTRUCTIONS:

This claim is to request a partial refund for "paid" sewer service charges for the period of July 1, 2014 through June 30, 2015. The City of West Covina is providing a partial refund for businesses that are eligible. This form must be received by the City of West Covina Engineering Division by Monday, May 1, 2017, at 5:00 p.m.

1. **Eligible Properties** – Properties with land use designation of Non-Residential and paid into the Sewer Service Charge District for the period of July 1, 2014 through June 30, 2015.
2. **Property Information** – Provide property owner's name, address and/or Assessor's Parcel Number (APN) to identify the subject property. The APN can be found on your property tax bill.
3. **Applicant Information** – Provide the name of person/entity who is requesting the sewer service charge refund, their complete mailing address, phone number and email address. If requestor is an agent, provide mandatory Los Angeles County Tax Agent Registration number.
4. **Sign the Application** – The application must be signed and dated by property owner and requestor. If requestor is filing on behalf of the owner, they must state their title.
5. **Required Documents** –Submit a copy of your property tax bill payment confirmation showing the amount paid for the Sewer Service Charge for the period of July 1, 2014 through June 30, 2015.
6. **Mail Application to** –

   City of West Covina
   Attn: Engineering Division (Sewer Refund), Room 215
   1444 W. Garvey Avenue South
   West Covina, CA 91790