

CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION
CLAIM FOR REFUND OF SEWER SERVICE CHARGES
 A PUBLIC DOCUMENT.

RESERVE FOR FILING STAMP

CLAIM NO. _____

NOTE: A claimant may be required to submit to examination under oath (Charter Section 217).
 Presentation of a false claim is a felony (California Penal code Section 72).

MAIL TO: Bureau of Sanitation - FMD, PO Box 79083, Los Angeles, CA 90079-0083

**PLEASE READ INSTRUCTIONS ON PAGES 3 AND 4
 BEFORE COMPLETING FORM**

1. PRINT NAME OF CLAIMANT (Last) (First) (Middle)

2. MAILING ADDRESS (Street) (City) (State) (Zip)

4. Following is the address for which I submit this claim (hereafter called "THE PROPERTY"):
 (Number) (Street) (Community) (Zip)

3. Telephone (daytime)
 ()

The claim is submitted for the following time period (hereafter called "THE PERIOD") :from [beginning date] _____ to [ending date] _____
(mo., day, yr.) (mo., day, yr.)

NOTE: IF YOU CONTINUE TO PAY SEWER SERVICE CHARGES, THE ENDING DATE SHOULD BE "PRESENT". IF "THE PROPERTY" BECAME EXEMPT FROM THE SEWER SERVICE CHARGE DURING YOUR TERM OF POSSESSION, EXCLUDE FROM "THE PERIOD" ANY PERIOD OF REFUND ALREADY RECEIVED. IN ALL CASES, BEFORE NOVEMBER 1, 1991, THIS WAS ONE YEAR.

5. I certify the following:

a. The following statements are true [check all that apply]:

- I paid sewer service charges and my name appeared on the water bill for "THE PROPERTY" throughout "THE PERIOD".
- Although I did not pay sewer service charge for "THE PROPERTY", I am legally entitled to receive the refund for "THE PROPERTY" for "THE PERIOD" (see Instructions for required documentation). Answer all following items as if you were the payer.
- "THE PROPERTY" was connected to a City of Los Angeles sewer during "THE PERIOD" but a County treatment plant treated the sewage. (Disregard item f on page 2). I have included a copy of one water bill instead of item 6 on page 2.
- "THE PROPERTY" was not connected to a City of Los Angeles sewer at anytime during "THE PERIOD".
- I have not already received a refund of sewer service charges paid for "THE PROPERTY" covering any portion of "THE PERIOD".

b. The "beginning date" given above is [check one only]:

- the date of the inception of the sewer service charge (see instructions).
- the date that I took possession of "THE PROPERTY."
- water service "sign on" date.

c. The "ending date" given above is [check one only]:

- the present because I am still paying sewer service charges.
- the date that I ended possession of "THE PROPERTY" as owner or tenant.
- the date that "THE PROPERTY" was connected to the sewer.
- the date that "THE PROPERTY" was granted an exemption from the sewer service charge, minus one year of retroactive refund if applicable.

d. [Check one only unless you were both owner and tenant during different periods; then check both and give inclusive dates]:

- During "THE PERIOD" I was an owner of "THE PROPERTY." [check all that apply]:
- I am submitting a copy of a grant deed which confirms my ownership of "THE PROPERTY" on the "beginning date", and/or,
- I am submitting an early water bill from "THE PERIOD" (preferably the beginning) with my name printed on it.
- During "THE PERIOD" I was a tenant on "THE PROPERTY." [check all that apply]:
- I am submitting a copy of a rental or lease agreement which confirms my tenancy on the beginning date of "THE PERIOD", and/or,

NOTE: ITEM "d" CONTINUES ON PAGE 2.

d. (continued)

- I am submitting a water bill from "THE PERIOD" (preferably the beginning) with my name printed on it, or
- I cannot produce either of the foregoing documents.

e. During "THE PERIOD", the use of "THE PROPERTY" was [check one only]:

- a single family dwelling, a duplex, a triplex, or a quadruplex (4 dwelling units or fewer on a single water meter)
- a multiple dwelling (5 units or more on a single water meter).
- a commercial or industrial use other than a multiple dwelling.
- "THE PROPERTY" was vacant land.

f. The reason that "THE PROPERTY" was not connected to a City of Los Angeles sewer during "THE PERIOD" is [check one only]:
NOTE: YOUR ENTIRE PROPERTY MUST SATISFY ONE OF THE FOLLOWING THREE TESTS TO QUALIFY FOR A REFUND.

(1) "THE PROPERTY" was served by a private sewage disposal system (septic tank, cesspool, etc.).

[check one only]:

- I have enclosed a copy of an invoice for pumping or other proof of existence of a septic tank, cesspool, seepage pit, or other receptacle on "THE PROPERTY".
- I cannot produce a copy of an invoice or other proof as described above.

(2) "THE PROPERTY" was connected directly into a County Sanitation District sewer and is within a County Sanitation District.

[check one only]:

- I have enclosed a copy of my most recent property tax bill that indicates that I am now paying or formerly paid taxes or fees to a County Sanitation District.
- I cannot produce a copy of a property tax bill as described above.

(3) "THE PROPERTY" was vacant land and the water service was for irrigation only.

6. I am submitting copies of all available Department of Water and Power bills which indicate the actual SSC which I paid during "THE PERIOD" (please attach water bills to the last sheet). **NOTE:** If you have no water bills or choose not to submit any, residential refunds will be calculated using the average SSC paid by all residential SSC payers in the City. Commercial claimants must submit copies of all available water bills, which indicate the actual SSC, paid during "THE PERIOD."

7. I certify to the foregoing facts under penalty of perjury. In signing this form, I acknowledge that this claim form and all attachments are public documents and are available for inspection and review by the public at any time. If you are filing a commercial claim, please indicate your title. Commercial claims must be signed by a proprietor, a partner, or an officer of a corporation.

Signature of Claimant

Print name

Date

FOR CITY USE ONLY

TECHNICAL APPROVAL

- APPROVED AS REQUESTED
- APPROVED AS MODIFIED
- DISAPPROVED INELIGIBLE
- DISAPPROVED INCOMPLETE

Inclusive dates approved for refund: from _____ through _____

Remarks _____

REVIEWED AND INVESTIGATED BY

BUREAU OF SANITATION APPROVAL

FINANCIAL APPROVAL

Remarks

Amount from submitted bills _____

Amount from averages _____

OFFICE OF ACCOUNTING APPROVAL

Total amount approved _____

**CITY OF LOS ANGELES
INSTRUCTIONS
CLAIM FOR REFUND OF SEWER SERVICE CHARGES**

Read all instructions and the entire claim form before filing.

A. Reason for the Refund Program

The Sewer Service Charge (SSC) is a fee which the City of Los Angeles charges to pay for construction, operation, and maintenance of its sewage system which includes sewers, treatment plants, and pumping plants. The amount of the SSC depends on the amount of water used and it is billed on the water bill.

A property not connected to a City of Los Angeles sewer is eligible for exemption from the SSC. Some people did not realize this and have never applied for exemption. Those who did apply and were exempted received a refund for only one year because, until recently, state law prohibited a greater refund.

A recent Law of the State of California (SB 1821) provides for a refund, with limitations, of SSC's which you as an owner, renter, or Lessee of property may have paid in the past "for which no services were delivered." No services were delivered if the property was not connected to a City of Los Angeles sewer. This right of refund extends back to the inception of the sewer service charge with some restrictions. It applies even if you have already received a partial refund. It applies even if you no longer possess the property.

B. Definitions

A sewer is a pipe owned by the City of Los Angeles or another public agency, which carries away liquid waste. This waste flows to a treatment plant owned by a public agency.

A private sewage disposal system (PSDS) is any septic tank, cesspool, seepage pit, leach field, or any other receptacle, or any combination thereof, which receives your sewage. Most commonly such a system would take the form of a septic tank or cesspool on your property.

C. What Properties are Eligible for Refund?

Eligible properties are not connected to a City of Los Angeles sewer. In addition, they fall into one of the following categories:

- (1) They are served by a PSDS (septic tank, cesspool, etc.).
- (2) They are undeveloped and the water service is used solely for irrigation.
- (3) They are connected directly to a sewer owned by a Los Angeles County Sanitation District. This situation only occurs in small portions of the Watts, Harbor Gateway, and Harbor City communities of the City.

Properties eligible for a partial refund are those connected to a City sewer but the sewage therefrom is treated by another agency.

The following special situations exist where properties are ineligible:

- (1) Some properties within the City of Los Angeles but near its boundary line are connected to the sewers of other jurisdictions for convenience but the sewage ultimately returns to the Los Angeles system. Such properties are not eligible for exemption.
- (2) Some properties within the City of Los Angeles are connected to a private system of sewers which in turn is connected to the Los Angeles sewage system. Such properties are not eligible for exemption.

D. What Must I Do to Receive a Refund?

You must complete the entire form "Claim for Refund of Sewer Service Charges." The form contains the minimum information that we need to calculate the correct amount of refund. Incomplete forms will not be accepted for processing.

E. INSTRUCTIONS FOR INDIVIDUAL LINE ITEMS ON THE FORM

Line 1. The claimant must be the individual or entity whose name appeared on the water bill and who paid the sewer service charge. Exceptions:

- a. If the payer is deceased, the claimant may be the heirs or the estate of the payer. Certified copies of death certificate and appropriate legal documents verifying that you are eligible for the refund must be submitted.
- b. If a change of Legal status resulting from an action such as a divorce has occurred, certified copies of the appropriate legal documents proving that you, as claimant, are entitled to the refund must be submitted.

Line 2. This address is where we will send all communications.

Line 3. Your telephone number will assist us in contacting you for additional information if necessary.

Line 4. Enter the full street address as it appeared on the billings, which you received, from the Department of Water and Power. This location will be called THE PROPERTY.

Enter the time period by giving exact dates (month, day, year). This is the time period during which both of the following occurred: (1) You paid a sewer service charge on THE PROPERTY, and (2) THE PROPERTY was not connected to a City of Los Angeles sewer. This time frame will be called THE PERIOD.

INSTRUCTIONS (PAGE 2)

Beginning Date: This cannot be earlier than the inception of the sewer service charge. For single family dwellings, duplexes, triplexes and quadruplexes this was August 7, 1978. For other multiple dwellings, commercial, and industrial properties, this was July 3, 1972. If you took possession of THE PROPERTY as owner or tenant began after the applicable inception date, enter the date of the beginning of the first billing period for which you paid SSC. If you don't know the date of the billing period, enter the date that you took possession of THE PROPERTY as owner or tenant.

Ending Date:

- (1) If you are currently paying an SSC on THE PROPERTY, and it is not connected to a City sewer, enter "present." Entering "present" will also serve as an application for exemption from future SSC billings.
- (2) If you no longer own, rent, or lease THE PROPERTY but were paying an SSC at the end of your possession of THE PROPERTY and THE PROPERTY was not connected to a City sewer, enter the ending date of the final billing period for which you paid SSC. If you do not know this date, enter the date that you ended possession of THE PROPERTY as owner or tenant.
- (3) If THE PROPERTY became exempt from the SSC during your period of possession, enter the date of the end of the last billing period which had been completed one year before you applied for exemption (to account for the one year retroactive refund already received). If you do not know this date, enter the date one year before the date of your request for exemption.
- (4) If THE PROPERTY now is connected to a City sewer but there was a time when it was not connected and you were paying an SSC at that time, enter the date of sewer connection.

Line 5. This item contains necessary information for us to verify your claim and to establish your eligibility for refund.

- a. Most items should be self-explanatory. However, if you check the second box which states that you did not pay the SSC but are legally entitled to the refund, you must submit the documentation per instructions for Line 1. If you check this box, lines 5 b., c. and d should be answered as if you were the payer.
- b. Check the appropriate box. The "beginning date" refers to the beginning date given in line 4.
- c. Check the appropriate box. The "ending date" refers to the ending date given in line 4.
- d. Check the appropriate box to indicate whether you took possession of THE PROPERTY as owner or tenant, documented as follows:

If you are or were an owner:

Submit a copy of your grant deed. This is available from the County Recorder's office for a nominal fee. Exception: If you have retained an early water bill from THE PERIOD, preferably for first water bill from THE PERIOD, you may submit that. Ideally, submit both documents. The submitted bill must be the original and not a copy, but you should keep a copy for your records. Submittal of a water bill instead of a copy of a grant deed could delay your refund if it is not from very early in THE PERIOD. Submittal of both could expedite your refund. To receive a copy of the grant deed for a nominal fee, please call the County Recorders Office at 562 462-2133.

If you are or were a tenant:

Submit a copy of your rental or lease agreement. Exception: If you have retained an early water bill from THE PERIOD, preferably the first water bill from THE PERIOD, you may submit that. Ideally, submit both documents. The submitted bill must be the original and not a copy but you should keep a copy for your records. If you have neither, you may still submit your claim. However, your refund could be delayed. Submittal of both documents could expedite your refund.

- e. The SSC rates paid, and hence the amount of refund, will differ among the indicated classes. The Los Angeles Municipal Code defines the residential class as four dwelling units or fewer on a single water meter.
- f. Sub-items (1) and (2) request documentation of the fact that THE PROPERTY was served by a PSDS or was within a County Sanitation District. Supplying the documentation is not required, but without it the refund process could be substantially delayed.

Line 6. The state legislation authorizes the use of the amount paid by the average residential SSC payer in a given category to calculate the amount of the refund if actual SSC amounts paid are not "readily available."

Residential claimants: Your SSC refund will be calculated using the average SSC paid each year by all residential SSC payers in the City for any portion of THE PERIOD" for which you do not submit copies of water bills.

Commercial claimants: Categorical averages are not available. Please submit copies of all available water bills to lessen the chance of a substantial delay in processing of your refund.

Line 7. Enter your name. If you are filing for a corporation, or other entity, enter your title and name of entity. This certification is made under penalty of perjury.

**FOR ASSISTANCE WITH CLAIM FORM PLEASE CALL 1 800 540-0952
Or 213 473-4181.**