For Collector's Office use only

THE COMMONWEALTH OF MASSACHUSETTS

For Collector's Office use only

Time/Date Stamp

TOWN OF SAUGUS

APPLICATION FOR REVIEW/ABATEMENT OF WATER & SEWER CHARGES

INSTRUCTIONS: Complete ENTIRE application. Please print or type. Thank you.

A. RATEPAYER INFORMATION

Name(s) of applicant(s): _____

Last Name First Name M.I.

Status of Applicant:

☐ Owner (please indicate date you acquired title to property): _____/_____/_____

☐ Administrator/Executor of Deceased Owner
Please indicate Name of Deceased Owner: _____

☐ Other (please explain): _____

Mailing Address: _____ Telephone No. : _____

_____
No. Street City/Town State Zip

B. SERVICE LOCATION/INFORMATION

Acct No. _____ Service Address: _____

C. REASON(S) REVIEW/ABATEMENT IS BEING SOUGHT

Please explain, in detail, why you believe your charges are incorrect:

_____

_____

_____

_____

_____

_____

_____

_____

Please attach additional sheet(s) if more space is needed, and please also attach any supporting documentation.

D. SIGNATURES

Signed on this _____ day of _____, 20_____ under penalties of perjury.

Signature of Applicant: _____
(If applicant is a corporation or other business entity, signature of authorized officer)

_____
Print Name Title of Officer
If signed by an agent, please attach a copy of written authorization to sign on behalf of applicant

FILING THIS APPLICATION DOES NOT STAY THE COLLECTION OF CHARGES. TO AVOID POSSIBLE LOSS OF APPEAL RIGHTS, THE ADDITION OF PENALTIES TO THE BALANCE DUE, OR WATER/SEWER LIENS ON YOUR PROPERTY PLEASE MAKE FULL PAYMENT.

RATEPAYER INFORMATION ABOUT REVIEW/ABATEMENT PROCEDURE

REASONS FOR REVIEW/ABATEMENT. Abatement is a reduction in the charges billed for water and/or sewer consumption for the six-month billing cycle. To dispute your recorded usage, the charges billed, or to correct any other billing problem that caused your bill to be higher than you believe it should be, you must apply for review/abatement of your charges.

WHO MAY FILE AN APPLICATION FOR REVIEW/ABATEMENT. You may file an application for review/abatement if you are:

- The owner of the service location at the time of billing, or a subsequent owner of the service location after the time of billing.
- The administrator (administratrix), or executor (executrix) of the estate of an owner of the service location.
- A tenant paying rent who is obligated by a rental agreement to pay for water and/or sewer charges.
- A person having an interest in, or possession of, the service location; or
- A mortgagee if the proper owner neglects, or refuses, to apply.

In some cases, you must pay all or a portion of the charges before you can file for review/abatement.

WHEN AND WHERE APPLICATION MUST BE FILED. Your application must be filed with the Office of the Town Collector on or before the due date for the charges being disputed. IF YOUR APPLICATION FOR REVIEW/ABATEMENT IS NOT TIMELY FILED YOU MAY LOSE YOUR RIGHT TO APPEAL. TO BE TIMELY FILED, THIS APPLICATION MUST BE (1) RECEIVED BY THE OFFICE OF THE TOWN COLLECTOR ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID, TO THE PROPER ADDRESS OF THE OFFICE OF THE COLLECTOR ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.

PAYMENT OF CHARGES. Filing an application for review/abatement does not operate to stop the collection of your charges. In many cases, you must pay the charges when due in order to appeal the Town's final disposition of your application. Failure to pay the charges billed when due may also subject you to penalties and further collection action. To avoid any loss of rights or additional charges, you should pay the charges as billed.

FINAL DISPOSITION. Upon filing for review/abatement of your charges, you may be asked to provide written information about the service location and permit the Town to inspect it. Failure to provide the information or to permit an inspection within thirty (30) days of the request may result in the loss of your appeal rights.

The Town has ninety (90) days from the date your application is filed with the Office of the Town Collector to act, unless you agree, before that time period expires, to extend it for a specific additional period of time. If the Town does not act on your application within the original or extended period of time, this application for review/abatement is deemed denied. You will be notified in writing whether your application for review/abatement has been deemed denied.

APPEAL. You may appeal the Final Disposition of your application for review/abatement. The Notice of Final Disposition will provide you with further information regarding the appeal procedure and deadlines.

DISPOSITION OF APPLICATION (Office Use Only)

CIRCLE ONE:	WATER CHARGE ASSESSED	$_____
ABATEMENT GRANTED	WATER PENALTY ASSESSED	$_____
ABATEMENT DENIED BY DECISION	SEWER CHARGE ASSESSED	$_____
ABATEMENT DEEMED DENIED	SEWER PENALTY ASSESSED	$_____
NOTICE OF FINAL DISPOSITION MAILED ____/____/____	WATER CHARGES ABATED	-$_____
	WATER PENALTY ABATED	-$_____
APPEAL TO APPELLATE TAX BOARD:		
DATE APPEAL FILED: ____/____/____	SEWER CHARGES ABATED	-$_____
DECISION OF ATB: _____	SEWER PENALTY ABATED	-$_____
_____	TOTAL CHARGES DUE	$_____
_____		