

**FORM**  
**SERVICE REQUEST OR SITUATION REPORT**

**REQUEST** (Section A)       **REPORT** (Section B)

**Date:** \_\_\_\_\_

**Urgency level of the request**       Low       Medium       High

APPLICANT IDENTIFICATION	
<b>LAST NAME :</b>	
<b>FIRST NAME :</b>	
<b>TELEPHONE :</b>	
<b>EMAIL :</b>	

**SECTION A – REQUEST**

**SERVICE REQUESTED:**

- Opening of the water service\***
- Water service shutdown\***
- Request for connection to the municipal water supply\*\***
- Request for connection to the municipal sewer system\*\***

\* For all requests concerning the opening or shutdown of the water service, the owner must first clear the premises to ensure free and unobstructed access for employees. Employees will not move any objects and work will be delayed until access is completely clear and free of hazards. Please note that a fee of 50\$ will be charged to the property owner for opening and closing of the water service.

\*\*If it is possible to carry out connection work, the minimum sum of \$ 750.00 will be required for each of these services. When the connection work is completed, the taxpayer must pay the municipality the actual cost of the work. This cost takes into account the material, labor and equipment used. A statement of account will be produced to the taxpayer showing the cost of the work, the deposits made and the balance due.

I certify that I have read and understood these terms.

**To facilitate the processing of your file, give a clear description and provide as much information as possible.** (e.g. date/location/drainage problem/water quality, etc.)

**SECTION B – REPORT**

**EXPLAIN THE SITUATION IN DETAIL:**

**Please send this form by email to the following address:**

[aubrey.stephanie@municipalitepontiac.ca](mailto:aubrey.stephanie@municipalitepontiac.ca)