

Sump Pump Notice:

Date

Name of Resident/Business
Address

Dear Resident/Business Owner:

This is a follow up to the _____ (date) informational letter you received regarding the inspections of sump pumps in the _____ (City, etc.). Your home/business is scheduled to be inspected from _____ (dates).

Inspectors will begin by going house to house, without appointments, looking at connections in basements to insure that when sump pumps are in place, they are properly connected, and that those connections are made with rigid PVC-type pipe, not flexible hoses.

Inspectors will work _____ (days, times). The average inspection will take between 10 and 20 minutes. These door-to-door inspections are the quickest and most cost effective way to inspect a large number of homes in a short time. Homes with a correct connection or system will be issued a "passed inspection" document.

If you are not at home when the inspector arrives, or if it is not convenient for you to allow inspection at that time, a notice will be left with a number you may call to make an appointment. The number is equipped with a voice-mail feature so you may leave a message at any hour of the day or night. Appointments will be scheduled for _____ (days, times). If you do not call and make an appointment, we will attempt to contact you to arrange for inspection first by telephone, and then through the mail. All homes and businesses need to be inspected whether or not there is a sump pump. If you do not arrange for a sump pump inspection, a surcharge of \$100 per month will be added to your wastewater bill until your home/business is inspected.

Home/business owners who have incorrectly connected sump pumps will be required to correct the connection and have the installation reinspected, before being issued a "passed inspection" document. You will have _____ (days) to correct an improperly installed sump pump. Those who do not correct an improperly installed sump pump will incur a surcharge of \$100 per month. This will be added to their sewer bill each month until the sump pump is correctly installed and they have scheduled and passed _____ (City, etc.) inspection.

If you have any questions, you call us at _____ or visit the web site at: _____.

Sincerely

_____ (City, etc.)