
(date)

Matt Bernards, Project Manager
City of McMinnville
231 NE 5th Street
McMinnville, Oregon 97128

RE: Request For Private Sewer Lateral Reimbursement
Address: _____

Dear Mr. Bernards:

This letter is our formal request to be reimbursed for the eligible amount of our private sewer lateral replacement. We are the owners of the property in question which is described as:

Property Address: _____

Tax Lot: _____

The pipeline replacement work at our property was inspected and approved by the City, reference permit _____. We certify that these repairs were paid for by us and we submit, for reference, a copy of the documentation associated with this pipeline repair which totals \$_____. We understand that we are eligible for 10% reimbursement of the costs for excavating, replacing, and backfilling this pipe up to a maximum of \$500 per Equivalent Dwelling Unit (EDU).

Included in this reimbursement request are my:

- Copy of the sewer lateral replacement invoice that itemizes project costs.
- Completed APVendor Form.
- Completed W9 Form.

If you have any questions about this request please contact us at (phone)_____ and/or (email)_____.

Sincerely,

(name)

(address)

(city/state/zip)

This Reimbursement Request and supporting documentation may be dropped off or mailed to the address at the top OR emailed to: matthew.bernards@mcminnvilleoregon.gov