



**Lassen Pines Mutual Water Co., Inc.**  
 9367 Mountain Meadow Rd.  
 Shingletown, CA 96088  
 (530) 474-5120  
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**REQUEST FOR LATE FEE WAIVER**

If a bill becomes delinquent, there is a one- time additional charge of ten percent of the lesser of the amount due or the last amount billed. With the Secretary and Forman’s approval, the late charge may be waived under the following circumstances:

- (1) The user has submitted a written request for a waiver of the late *charge within 30 days of the delinquent notice*; and
- (2) The user has not received a waiver for a late charge within the *preceding 12-month period*

Resident Name: (as shown on bill): \_\_\_\_\_

Resident Service Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Bill Date of Late Charge Being Disputed: \_\_\_\_\_

Amount of Late Fee: \_\_\_\_\_

Reason for the Request: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:** Date Received: \_\_\_\_\_

Account Starting Date: \_\_\_\_\_ Account Late Charge History: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Judy Ruiz, Secretary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Tim King, Foreman)