



City of Glendora
Finance Department
Water Billing Division
116 E. Foothill Boulevard
Glendora, CA 91741
Phone: (626) 914-8239
Fax: (626) 852-9650

Extension Request

- 1) All accounts are allowed a maximum of two (2) extensions per calendar year.
- 2) All accounts are allowed a maximum of two (2) weeks per extension.
- 3) Penalty (10%) still applies on unpaid delinquent balance.
- 4) Unpaid delinquent balance that is reflected in the next regular bill is still subject to Extension deadline date.
- 5) Extension must be received by the Water Billing Division before water is disconnected.
- 6) If payment is not received by the extension deadline date, service will be disconnected and a reconnection fee (\$70) will be applied to the balance.
- 7) Maximum one (1) extension per bill.

Account Number: _____

Customer Name: _____

Service Address: _____

Phone Number: _____

Amount of Bill: _____

By signing this form, the customer agrees to the above-stated terms of the extension.

Signature: _____ Date: _____

Once this request is received by the Water Billing Division, the Water Billing staff will contact customer to notify if the extension request was approved, as well as the due date of the approved extension.

For Office Use Only:

Received by: _____ Date: _____

Extension Due Date: _____