770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca

Comox Valley REGIONAL DISTRICT

Septic System Maintenance Rebate Claim Form

Property Owner(s): _____ Pre-Approval # (if applicable): _____

Email: _____ Phone Number: _____

Property Address (where work was done): _____

City: _____ Postal Code: _____

Mailing Address (if different than above): _____

Authorized Person: _____ Registration #: _____

Rebate Claim

Claims must be received before pre-approval expires and no later than December 31 of the same calendar year that the work was completed.

Check all that apply:

- ☐ Effluent Filter Installation/Maintenance (Max $100) Total Cost: _____
- ☐ Distribution Box Installation/Maintenance (Max $200) Total Cost: _____
- ☐ Access Riser Installation/Maintenance (Max $400) Total Cost: _____
- ☐ System Inspection/Maintenance Report (Max $500) Total Cost: _____

Acknowledgement

By submitting this form, I acknowledge that:

- I have read the CVRD Septic System Maintenance Rebate Information Sheet.
- I am including a copy of a detailed invoice and proof of payment (i.e. receipt) to support my claim.
- The invoice **must show** that septic system maintenance actions were completed by an appropriately qualified Authorized Person.
- The CVRD is not responsible for the performance, maintenance or repairs to my septic system.
- Each property with a septic system is eligible for a single one-time rebate, covering 75 per cent of total applicable costs up to a maximum of $700.
- The CVRD will only issue payment for a rebate to a registered property owner.

Applicant Name	Applicant Signature	Date of Application

The personal information contained on this form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purposes of administering the septic maintenance rebate program at the CVRD. Questions about the collection of personal information may be referred to the Engineering Services Branch at 770 Harmston Avenue, Courtenay, BC, 250-334-6000 or by email at engineering@comoxvalleyrd.ca.

Return your completed rebate claim form to the CVRD:

By email: engineering@comoxvalleyrd.ca

By mail or in-person: Septic Maintenance Rebate Program
Comox Valley Regional District
770 Harmston Avenue, Courtenay, BC V9N 0G8

CVRD Office Use Only

Received by:	_____	Date Received:	_____
Detailed Invoice:	☐	Proof of Payment:	☐
Approved:	☐	Date Approved:	_____
Costs Eligible:	_____	Funds Approved:	_____