



**MAILBOX LEVELING
REIMBURSEMENT APPLICATION**

I _____ (resident and homeowner) reside at _____, Little Elm, TX 75068. Mailbox leveling repairs have been completed at this address and I have paid for the services in full. I have attached the following to this request:

- Paid receipt with proof of payment
- After photos of the mailbox that was leveled
- Photo of rebar and cement footing installed during repair
- W-9 Form

I understand that I am submitting this application to the Little Elm Public Works Department for approval to be reimbursed 50% of the cost paid. In no case shall the reimbursement exceed \$400.00 for a single mailbox repair or \$500.00 for a double mailbox repair. The receipt must be on the contractor's original document and must be less than 90 days old.

This reimbursement request once signed will be submitted to the Town of Little Elm's Finance Department for payment. Payments will be mailed to the resident.

Signature: _____ Date: _____
Homeowner

Official Use Only

Street Supervisor Approved/Denied _____
Date

Public Works Director Approved/Denied _____
Date

Project # _____