



Leak Adjustment Request Form

The water leak adjustment request, along with documentation of repairs, must be submitted within 30 days of the due date listed on the utility bill for the period in which the leak occurred.

Each property is eligible for one (1) leak adjustment for the life of the account. Adjustments will not be approved for leaks caused by negligence (e.g., an unattended or forgotten faucet).

If approved, the account will be billed the base rate of \$50.54 for the first 2,000 gallons. Any additional usage will be adjusted to the lowest tier rate of \$3.00 per 1,000 gallons.

Owner's Name: _____ Account #: _____

Service Address: _____

Phone #: _____ Email Address: _____

Date Leak Occurred: _____ Date Leak Repaired: _____
observed, started earlier

Details of the Leak/repairs *(Attach Repair Receipts)*

Owner's Signature: _____ Date: _____

FOR OFFICE USE ONLY:		Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
A. Received By: _____		Date: _____
B. Verified By: _____		Date: _____
C. Billed Water Usage (current): _____		Bill Date: _____
D. Billed Water Over 2,000 gal: \$ _____		
E. Calculate above to lowest Tier (D.*\$3.00). \$ _____		
F. Credit Amount (Subtract D.-E.): \$ _____		
Approved/Denied By: _____	Date: _____	