

# LEAK ADJUSTMENT REQUEST FORM

Name on Account \_\_\_\_\_

Water Billing Account Number \_\_\_\_\_

Property Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Date Leak Occurred (Approximate) \_\_\_\_\_

Date Leak Repaired \_\_\_\_\_

Type of Leak:

- Underground
- Inside (toilets, water heater, faucets, etc)
- Irrigation

Please describe the leak and the actions that were taken to complete the repairs. (Copies of detailed receipt(s) for any plumbing equipment purchases for self-repair; or copy of plumber's detailed repair bill)

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I understand this form is not a guarantee that a credit will be applied to your water bill. You will be notified by letter or email should we grant, denied or if additional information is needed. I further understand customers will only be granted one inside usage adjustment at a property every five years. Underground leaks are exempt from this rule.

If approved, the adjustment will appear on the customer's bill approximately 6-8 weeks after the request was received.

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