Property owners can receive a Leak Adjustment credit for excess water usage charges resulting from one eligible water system leak on a property every **three** years.

To be eligible for an adjustment, you must meet all of the following requirements:

* have not received an adjustment in the previous three years
* have repaired the leak within thirty days of being notified or when the leak was discovered.
* provide proof of the repair ( receipts for any materials or services related to that repair)

If you determine you qualify and wish to apply for a Leak Adjustment, please complete this form and return it to our office as soon as possible with the necessary receipts. **No action can be taken to process your adjustment until information on the completed application form is received.**

Note:

* Leak adjustment may be applied to only a two month billing period which is in question.
* Leak adjustment may be up to and not exceed 50% of usage above the normal billing usage during the same time period in previous year.
* It could take up to 60 days to process customer leak Adjustment claims. Your patience during this process will be appreciated.

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Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State , & Zip Customer Account Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Address Daytime Phone

Date you first noticed your leak:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date the leak was repaired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where was the leak located? ( Please indicate below)

*
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Are you the owner of this property? YES NO\*