



WATER LEAK ADJUSTMENT REQUEST FORM

Customers Name as listed on the Account: _____

Account Number: _____

Service Address: _____

Telephone Number: _____

Email Address: _____

Date(s) of Billing cycle (s) containing water volumes associated with leak: _____

Leak Repair Date: _____

The Water Leak Adjustment Request Form and documentation of repairs must be received within (30) days of the due date listed on the utility bill for the period in which the leak occurred. The maximum adjustment allowed is \$1000 per leak.

1. What was the source of the leak?

2. Describe what was done to correct the water leak problem (s). Proof of repair is requested and should be submitted with this form (i.e. Plumber itemized invoice, repair parts itemized receipt, or other documentation supporting any repairs).

I hereby apply for a billing adjustment and confirm that the above and any attached information is true and accurate. I also acknowledge and understand that only two (2) water leak adjustments may be applied to my utility account in any 36-month period.

Customer Name: _____

Date: _____

Customer Signature: _____