



Leak Adjustment Application

PLEASE NOTE – Leak adjustments are reviewed by comparing the current consumption with the consumption of the same billing period last year and sharing in the difference. If you were not living in the home the previous year we will calculate the adjustment using the city-wide average of 8ccfs. Adjustments can be made for up to two (2) consecutive billing statements.

REVIEW PROCESS – The leak adjustment review process may take up to ten business days. You will receive a phone call or email with the results of the review. All qualified adjustments are credited to your utility account and applied to future invoices.

Customer Name: _____

Account Number: _____

Phone Number: _____

Service Address: _____

Date leak was discovered: _____

Date leak was repaired: _____

Who repaired the leak? _____

Description and location of leak: _____

Explanation of how leak was repaired: _____

Please verify all items listed below are included with your application. Applications missing documents will be returned and denied without review.

- All leak repairs have been completed. (**REQUIRED**)
- I've attached all required repair invoices and receipts. If no receipt, please provide a letter (**REQUIRED**)
- I've attached a copy of the water bill where I had high consumption that I would like reviewed (**REQUIRED**)
- I have not applied for a leak adjustment within the past 12 months (**REQUIRED**)

My signature certifies that I meet all of the above requirements, have provided all required documentation, and declare that all of the above information is true and complete to the best of my knowledge. I understand that if a leak adjustment is granted based on erroneous information, the City reserves the right to reverse such adjustments.

Signature _____ Date _____