



# City of Woodland

FINANCE DEPARTMENT 300 FIRST STREET WOODLAND, CALIFORNIA 95695 (530) 661-5831

## LEAK ADJUSTMENT APPLICATION

Fax: (530) 661-5848

ACCOUNT # \_\_\_\_\_

Address: \_\_\_\_\_

The City, in order to encourage prompt repairs of leaking pipes and fixtures, will make allowances and adjustments at staff discretion upon evidence of repairs. (To be considered repaired; the meter reads must show 4-5 hours of zeroes for residential, and 50% reduction for commercial and irrigation.)

- 1.) Repair receipts or invoices are required.
- 2.) If no parts were purchased, or no outside party was paid to make the necessary repairs, submit a detailed explanation making it clear why no spending was necessary to resolve the problem causing the high continuous usage. Please note: It is not a guarantee an adjustment will be made under these circumstances as the backup paperwork is needed for auditing purposes. In order to receive the maximum adjustment allowable, provide photographs documenting the plumbing problem that caused the high bill.
- 3.) Upon approval, adjustments will be made to the consumption portion only. The adjustment will be credited to the active Utility Account and will not exceed a 3 month time period. Please note: If the leak has been fixed and paperwork has not been submitted within 3 months of the fix, no adjustment will be given.
- 4.) Adjustments will not be made if **ALL** required paperwork is not submitted.
- 5.) The adjustment can take 2-4 weeks. During that time, the customer must continue to make payments towards the water bill while the adjustment is in process to prevent disruption of utility service.

*Describe leak, damage and repairs made to the property below; use additional paper if needed.*

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

<p>This area will be filled out by city staff: Start Date: _____ End Date: _____</p>
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