



LEAK ADJUSTMENT APPLICATION

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.) 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.
- 3.) There will only be two adjustments per 12 month period allowed.
- 4.) Adjustments will not be made if ALL required paperwork is not submitted. (No adjustment will be allowed with explanation or photo only.)
- 5.) The adjustment can take up to 4 to 6 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.

Signature

Date

Print Name

Phone #

Email Address

This area will be filled out by city staff: Start Date: _____ End Date: _____
