



WATER/SEWER LEAK ADJUSTMENT REQUEST

I, \_\_\_\_\_, am requesting a leak adjustment on the account for the  
(name)  
address of \_\_\_\_\_. A leak was located on \_\_\_\_\_ and  
(date)  
fixed as of \_\_\_\_\_. The leak was fixed by: ( ) self, ( ) a plumber\*\*,  
(date)  
( ) other \_\_\_\_\_.

Explanation of leak: Please provide a brief description of the leak.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**By signing above I acknowledge that there is no guarantee that the City will grant a leak adjustment and that if an adjustment is not granted I will be responsible for the balance incurred on the account.**

\*Leak adjustments can take up to 3 months after the leak has been repaired to assess qualification.

\*\*If a plumber was used to fix the leak please attach a copy of the plumber's receipt.

**FOR OFFICIAL USE ONLY**

ACCNT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ DATE PROCESSED: \_\_\_\_\_