



# LEAK ADJUSTMENT REQUEST

Date: \_\_\_\_\_

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

### **Request for adjustment due to hidden water leak:**

Please state the nature of your request for adjustment and attach a copy of receipt and/or other documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Request for adjustment based upon unknown causes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you applied for and been granted an adjustment for this residence in the past twelve (12) month period?

No \_\_\_\_ Yes \_\_\_\_

No adjustment will be allowed for sewer when residential is on sewer averaging except during the averaging period of January, February, and March.

Signature: \_\_\_\_\_

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### **For Office Use Only**

Verified last 12-month adjustment period: \_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Current Water Usage: \_\_\_\_\_

Previous Water Usage: \_\_\_\_\_

Greatest Normal Usage: \_\_\_\_\_

Approved by: \_\_\_\_\_

12 Month Average Consumption: \_\_\_\_\_