

## LEAK CREDIT REQUEST FORM

Leak credits are issued on the sewer portion of the bill only. If an eligible leak has occurred on your property, you may request a credit adjustment on your account by completing the Leak Credit Request Form. Completing a leak credit request form does not guarantee that an adjustment will be issued. The information provided will be used to determine if you are eligible for an adjustment.

### CUSTOMER INFORMATION

Customer Number \_\_\_\_\_ Repair Date \_\_\_\_\_  
Name on Account \_\_\_\_\_  
Service Location \_\_\_\_\_  
Home telephone \_\_\_\_\_ Contact Telephone \_\_\_\_\_  
Signature \_\_\_\_\_

### LEAK REPAIR INFORMATION

Please complete information on company or individual that made repairs.

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

DESCRIPTION OF REPAIRS MADE AND LOCATION OF LEAK \_\_\_\_\_

Leak adjustments can be issued on two high consecutive bills (if applicable), once the repairs are complete. If the account is eligible, the adjustment will appear on the next bill after a normal billing cycle resumes. The adjustment must be requested within 90 days of the date of the excessive bill, or as soon as the leak has been repaired. The form must be complete in order for your request to be processed.

**\*\*Please continue to pay on your bill while your account is being reviewed for adjustment\*\***