

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

**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: _____