

Mayor:
Janice G. Thigpen
Mayor Pro Tem:
Quamid Green



Councilmembers:
Brenda Johnson
Pam H. Langford
Matthew Garthright
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City Administrator:
Mary Ann Moseley

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WATER ADJUSTMENT REQUEST

As a courtesy to our customers, the City of Warrenton Water Department will review a customer's request for a lost water adjustment ONCE IN A 12-MONTH PERIOD. The city will absorb one-half of the loss of the highest invoice associated with the leak in question, providing the following information is included and the review indicates that all requirements are met.

1. The leak must be repaired within (1) one month.
2. Repair bills must be attached to this request.
3. Loss of water must exceed 5,000 gallons.
4. The customer is responsible to maintain full payment of the balance due until the request is granted or denial of request has been made.
5. Any payments not paid by the due date will subject the account to a late penalty and termination of the adjustment and services.

To Request a water adjustment on your account, please complete the following:

Account Number: _____.
Name on Account: _____.
Phone Number: _____.
Address: _____.
Date of Leak Discovered: _____.
Location of Leak: (circle one) House Yard Other
Repair Date: _____.

Please describe the reason for the high usage, and repairs that were made below.

**NOTE: COMPLETION OF THIS FORM DOES NOT GUARANTEE
A WATER ADJUSTMENT WILL BE GIVEN.**

_____. Granted
_____. Declined

Mary Ann Moseley, City Administrator

Date