



Check one of the following:

- Leak Adjustment Application**
- Unexplained Water Loss Adjustment Application**

PLEASE NOTE: While your application is under review, please be sure to pay any outstanding bills by their due dates to avoid disruption of service and additional charges.

Customer Name:

Service Address:

Account Number:

Phone number:

Date water loss was discovered:

Date of repair (if applicable):

Who repaired the leak (if applicable)?

Description & location of the leak (if applicable):

Explanation of how leak was repaired (if applicable):

**Please verify all items listed below are included with your application.
Applications missing documents will be returned and denied without review.**

- All leak repairs have been completed (REQUIRED for leak adjustment)
- I have attached all required repair invoices and receipts. If no receipt, please provide letter (REQUIRED for leak adjustment)
- I have not applied for a leak adjustment within the past 24 months (REQUIRED for leak adjustments)
- I have not applied for an unexplained water loss adjustment (REQUIRED for unexplained water loss)

My Signature certifies that I meet all of the above requirements, have provided all required documentation, and declare that all of the above information is true and complete to the best of my knowledge. I understand that if a leak adjustment is granted based on erroneous information, the city reserves the right to reverse such adjustments.

Signature: _____

Date: _____

For City Use Only

Date Received:

Determination:

Verify Repair Sent? Yes - Date Read:

No - Explain:

Notes: