



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: _____

Address: Attn. Finance 736 F Street, Arcata, CA 95521 Email: finance@cityofarcata.org Phone: (707)822-5951