METERED SEWER BILLING ADJUSTMENT REQUEST

Adjustments are only considered when it can be shown that the excess water did not enter the city sewer system.

*** No adjustment will be considered until the Utility is satisfied that the issue has been resolved and meter readings indicate a return to normal consumption. This process takes at least 3-4 months. All balances on utility bills are expected to be paid during this timeframe. ***

NAME ________________________ ACCT# ___________ DATE ___________

SERVICE LOCATION __________________________________________________________

CONTACT PHONE __________________ EMAIL _________________________________

DATE LEAK DISCOVERED ___________ DATE LEAK FIXED ___________

(You MUST include the dates/timeframes involved.)

LOCATION OF LEAK __________________________________________________________

LOCATION OF EXCESS WATER _______________________________________________

Briefly describe the circumstances for which you are requesting an adjustment. __________________________

__________________________________________

__________________________________________

__________________________________________

Signature: ______________________________________________________________________

Please submit this form, along with a copy of the plumber’s bill, and/or written findings from the plumber or individual who performed repairs. This documentation must be submitted before an adjustment can be considered.

Use the checklist below to make sure you have provided all of the required information.

☐ Contact Information
☐ Time Frame of Leak (Discovered and Fixed)
☐ Leak Details
☐ Repair Documentation Attached (Receipts, Etc.)

For Internal Office Use Only: Approved ☐ Denied ☐

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Revised 2020-01-09