CITY OF RIDGETOP

LEAK ADJUSTMENT FORM

One leak adjustment is allowed per calendar year for documented repaired leaks. A maximum of three months usage may be adjusted.

Documentation of leak repair is required to be submitted with the leak form in order to receive an adjustment (receipt of products purchased or receipt from plumber).

Once the usage returns to normal, any adjustments will be reflected on your bill.

To determine the adjustment, we will average your last three normal bills and deduct from overage and any penalties related to the leak bill(s).

NOTE: If your account has a past due balance, your account will be subject to disconnection unless this letter and documentation of repair is received in our office prior to your disconnection date.

Name on Bill: _____

Account #: _____

I am requesting a leak adjustment for my sewer bill at:

Street Address	City	State	ZIP Code
Phone Number:			
Date leak found:			
Date leak repaired:			
Brief explanation of leak:			

By signing below, I am stating that the above information is accurate to the best of my knowledge.

Signature:

Aug 2010