



## REQUEST FOR LEAK ADJUSTMENT TO WATER & SEWER BILL

Two forms of identification are required at least one must be a photo ID

**This form is used when a licensed plumber, a pool company or other professional makes a leak repair and the customer wishes to apply for an adjustment to their bill. Attach a copy of your receipt.**

Date \_\_\_\_\_ Account# \_\_\_\_\_ Outstanding Balance \$ \_\_\_\_\_

Name \_\_\_\_\_ Service Address \_\_\_\_\_

Billing Address, if different \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Customer states that water service was received at the address described above and that increased usage occurred due to a water leak in the plumbing, connections and/or other property belonging to the customer. Customer certifies that a licensed plumber or other professional was hired to repair the leak and that the job has been completed. Customer requests an adjustment to their water and sewer bill for the month in which the leak occurred. A copy of the receipt is attached.

1. No adjustment to your account will be made until the billing cycle following the repair date is completed and your water consumption has returned to normal.
2. This form must be completed and submitted to the City of Yukon Utility Billing Dept. as soon as possible and no later than 90 days from the date the leak occurred.
3. Leak adjustments will be applied to only one monthly bill, which is usually the highest bill received during the time the leak occurred.
4. The customer should keep their monthly bills current until the adjustment is made. If necessary, customers may contact Utility Billing for an interim payment plan.
5. The customer will be notified in writing when the adjustment is made. At that time, any outstanding account balance will be due. If the adjustment results in a credit balance, future bills will be subtracted from the credit balance. No refund checks will be issued.

I have read and fully understand the terms of this agreement.

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Customer Signature

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Date