



LEAK ADJUSTMENT REQUEST

DATE: _____

CUSTOMER PRINTED NAME: _____
(LAST NAME) (FIRST) (MI)

WWD ACCOUNT #: _____

LOCATION/SERVICE ADDRESS: _____
(STREET) (CITY) STATE/ZIP CODE

REASON FOR THE LEAK AT ADDRESS: _____

ATTACHED IS THE PAPERWORK OF PROVE THE LEAK HAS BEEN FIXED.

WWD POLICY FOR OF ADJUSTMENTS:

- Customer requests for billing adjustments due to a private leak will be determined and approved by the Finance Officer.
- Leak adjustments are conditional upon repair of the leak by the customer.
- Customers will have to provide proof there was a leak. Ex: plumber(s) bill, receipts from repairs, and /or any other that would show there was a leak, and it has been repaired.
- Meter reading must reflect that leak has been repaired.
- Only 1 adjustment per year will be made. No exceptions.
- Time is of the essence, as adjustments will only go back 2 billing cycles.

CUSTOMER SIGNATURE: _____

WWD REPRESENTATIVE: _____