JESSE NELSON
MAYOR

VICKIE GAINER
CITY MANAGER

KEVIN OBOS
CITY ATTORNEY

COMMISSIONERS
BRANDON ALDRIDGE
PAT PERNO
JAMIE WARRICK
JUDY TINDER

Utility Adjustment Request

Date_____

Name_____

Address_____ **Phone #** _____

Customer # _____ **Account #** _____

Time Span of Leak _____

Date of Repair _____

Leak Information and Location _____

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Attach copies of Plumber bill, receipts, etc.

Per Policy 96-FI-1: **No adjustments shall be made to the water portion of a bill due to a leak. Only the sewer portion may be considered for adjustment.** Under no circumstances shall sewer adjustments be made for water leaks which impact the sewer system (i.e., sink faucets, commodes, showers, etc.). All requests for sewer adjustments shall be made in writing and have repair bill from plumber attached. Plumber's statement shall indicate location of the leak to ensure the leak did not impact the sewer system. In the case of the homeowner accomplishing the repair, sales receipts for purchase of supplies shall be submitted with written request.

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