

JESSE NELSON
MAYOR

VICKIE GAINER
CITY MANAGER

KEVIN OBOS
CITY ATTORNEY



COMMISSIONERS
BRANDON ALDRIDGE
PAT PERNO
JAMIE WARRICK
JUDY VANDERGRIFT

Utility Adjustment Request

Date _____

Name _____

Address _____ Phone # _____

Customer # _____ Account # _____

Time Span of Leak _____

Date of Repair _____

Leak Information and Location _____

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.