

## WATER LEAK ADJUSTMENT REQUEST FORM

This form is not a guarantee that an adjustment will be applied to your utility bill. You will be notified by phone or letter if the request cannot be granted, or if additional information is needed. Only one adjustment will be allowed during a twelve consecutive month period and will only occur after all leaks have been repaired. If you are unable to pay your monthly bill in full while a leak adjustment request is under review, please contact the Utility Office at (256) 435-7657 to make payment arrangements to avoid interruption of service.

Customer Name:	Account #:
Service Address:	Contact Phone #:
Date Leak Occured:	Date Leak Repaired:

### Required Documentation

Copy of repair invoice attached (if repaired professionally)	[ ] Yes	[ ] No
OR		
Copy of repair receipts attached (if repaired by owner/tenant)	[ ] Yes	[ ] No

Brief description of leak: \_\_\_\_\_

Action taken to repair leak: \_\_\_\_\_

**Please return this form and documentation to:**

Waterworks, Gas & Sewer Board  
330 Church Avenue S.E.  
Jacksonville, AL 36265-2651  
Fax: 256-435-7654

Please feel free to contact the Water Works, Gas & Sewer Board Business Office at 256-435-7657 if you have any questions. This form must be submitted no more than seven (7) calendar days after notification of a possible leak, or discovery of your leak.