

Requests for Leak Deduction Credit may be considered with proof of a valid repair. Water usage due to leak (or other circumstance) must be exceptional. A maximum credit of 50% of the of the excess usage based on an annual average comparison can be granted. A leak credit will not be considered for exceptional usage more than once per year. Any credit approved will be applied directly to the related water account

Name on Account: \_\_\_\_\_

Property Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Describe the circumstances that led to the excessive water usage (circle one):

Broken Water Pipe      Faulty Sprinkler System      Water Left Running      Vandalism      Other

If other please describe: \_\_\_\_\_

Comments: \_\_\_\_\_

**Repair:** Attach documentation showing valid repair, e.g. receipt(s) or invoices from vendors, etc.

Please describe the nature of the repair: \_\_\_\_\_

Date of Repair Completion: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Staff Use Only

1. Historical Usage reviewed

\_\_\_\_\_ Date/Initials

2. Credit Approved

\_\_\_\_\_ Units

\$ \_\_\_\_\_

3. Denied (if so reason)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Credit Posted to Account

\$ \_\_\_\_\_

\_\_\_\_\_ Date/Initials

This form does not guarantee a credit on your water account. Only one credit per water account will be issued annually. No credit will be given for excess usage due to carelessness or vacant property.