

FOR NCWD OFFICE USE ONLY

Reference # _____

Last Leak Adjustment: _____

Was this customer the owner at the time of the last leak adjustment? YES NO

Approved: YES NO More Info Req.

Manager Signature

Date

Service Req. Completed: _____

Date and Intintial

Leak Adjustment Form

Leak Adjustment Program Guidelines

North City Water District code allows for adjustments in billing charges in the event of increased water usage due to leaks in the property owner's system. If a property owner experiences a leak resulting in high water use and wishes to be considered for an adjustment in a water charge, a signed copy of this form must be submitted along with documentation demonstrating a completed repair. Credit shall be posted to the account following approval by management and confirmation of repair by District staff. The adjusted charge for water shall be based on the water consumption history at the property. Water charges for overages shall be at the wholesale rate charged to the District by Seattle Public Utilities. A property owner is allowed one adjustment every two years.

Instructions

1. This form must be completed by the property owner.
2. Completion of this form does not guarantee that a credit will be applied to your utility bill. You will be notified if the request cannot be granted, or if additional information is needed.
3. Proof of repair is required and must be submitted along with this form. An itemized invoice from the plumber or an itemized list of materials purchased to make repairs.
4. If you made repairs without hiring a contractor or purchasing additional materials, please explain in the appropriate section of this form.
5. Submit the completed and signed form, along with proof of repair, to North City Water District at the address below.
6. Please call the office if you need any assistance.



Leak Adjustment Form (Cont.)

Stamp with Date Received

CUSTOMER INFORMATION

<i>Account-Customer ID</i>	<i>Service Address</i>	
<i>Property Owner Name</i>	<i>Daytime Telephone</i>	<i>Email</i>
<i>Property Owner Address (if different than service address).</i>		

LEAK INFORMATION

<i>Date the leak was discovered:</i>	<i>Date the leak was repaired:</i>
<i>Location of the leak:</i>	
<input type="checkbox"/> Inside building <input type="checkbox"/> Outside building before meter <input type="checkbox"/> Outside building after meter <input type="checkbox"/> Irrigation	
<i>Please describe the specific nature of the leak; (i.e., Leaky toilet, broken sprinkler line, etc.)</i>	
<i>Attach additional pages if needed.</i>	

Briefly describe the repairs that were made and attach documentation of repair.

If you are unable to provide receipts proving repairs, please explain why.

Property Owner Signature



Date

