

# LEAK ADJUSTMENT REQUEST FORM



City of Bothell

## LEAK ADJUSTMENT GUIDELINES

1. All customers requesting a billing adjustment are required to make a payment, based on their average bills, to keep their account current during the review process.
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. Per Bothell Municipal Code (BMC 18.06.330E) Water Leaks – Adjustments to Bill. For property owners whose billing is based on water consumption, adjustments in billing charges may be made in the event of increased water usage due to leaks in the property owner's system. If a property owner wishes an adjustment in a billing charge due to a water leak, a written request must be submitted to the public works director. The written request shall be the completion and submittal of a Leak Adjustment Request Form by the property owner and include the date and proof of adequate repair of the leak which may be established by receipt or billing for repair work and/or materials if the repair was accomplished by the property owner. ***Irrigation leaks are not eligible for adjustment and leak adjustments for other systems are allowed only once in a three-year time period.*** Credit shall be posted to the account on the billing following submittal of proof of repair for a period extending up to ***120 days prior to the date of repair.*** The charge for water shall be based on the water consumption history and other factors which, in the determination of the public works director, affect the property owner's water consumption. Water charges for overages shall be at the wholesale rate of water charged to the city.
4. Please send your completed application, along with proof of repair, to the physical or email address at the bottom of this form.

## CUSTOMER INFORMATION

Account-Customer ID	Service Address	
Name	Daytime Telephone	Email

## LEAK INFORMATION

Date you first noticed the leak	Date the leak was repaired	Location of the leak
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Location of the leak

Inside building     Outside building before meter     Outside building after meter

Please describe the specific nature of the leak; i.e., Leaky toilet, broken sprinkler line, etc.

Briefly describe the repairs that were made

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

## SIGN AND DATE