

City of Mountain Park  
Leak Adjustment Request Form

Dear Customer:

Please fill in the form below and sign. Along with this form you are required to attach your repair receipts and/or a letter from the company or persons who made the repairs. If you made the repairs yourself and no receipt is available, then you are required to provide an **original** notarized letter specifying what repairs were made and when the repairs were made. Please provide this form along with your repair receipts to **Attn:** Carol Grace as soon as possible.

DATE: \_\_\_\_\_ DATE LEAK FOUND \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

RE: LEAK ADJUSTMENT REQUEST

SERVICE ADDRESS: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

I had a leak located at (exact location of repairs on property) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Repairs were made on \_\_\_\_\_.  
Date of Repairs Phone Number/ Email Address

I understand that all documents, including repair receipts, must be received before my account will be reviewed for a leak adjustment. Any adjustment issued will be reflected on my next bill. I will be notified of the decision.

\_\_\_\_\_  
Customer Signature Date

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For Office Use Only

Meter Reading: \_\_\_\_\_ Date \_\_\_\_\_ Reread \_\_\_\_\_