



Town of Romney

340 E. Main Street, Romney, WV 26757

LEAK ADJUSTMENT REQUEST FORM

TO BE COMPLETED BY CUSTOMER

Name on Account:	
Daytime Phone No.:	
Mailing Address:	Service Address:
Date leak was discovered:	
Date leak was repaired:	
Describe location and nature of leak:	

ATTACH PROOF THAT LEAK WAS REPAIRED (Example: photos, plumber's invoice, Bill of Material to repair leak, etc.)

I do hereby certify that the above information is true and request that an adjustment be made to my water and/or sewer bill.

Signed: _____ Date: _____

FOR OFFICE USE ONLY

Customer Name:	Average Usage:
Customer Account No.:	Usage with leak:
	Date of last leak adjustment:

		Yes	No
1	Was last leak adjustment over 12 months ago?		
2	Is usage with leak twice the average usage?		
3	Is the leak source eligible?		
4	Was request received on time?		
5	Was adequate proof provided?		

Questions 1 – 5 must be answered "YES" to qualify. Does customer qualify? YES NO

If "YES", then:

Original bill: \$ _____

Adjusted bill: \$ _____

Adjusted Amount: \$ _____

Employee: _____ Date: _____
