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*Commissioners*  
*Brian Sheldon – Gwen Brake – Glenn Ripley*

## Request for Billing Adjustment Due To Leak

North Beach Water District has authorized per its Rules, Regulations and Charges that: “In the case of a leak in the service pipe, the customer may be entitled to an adjustment on their water bill provided that an adjustment may be requested upon written application within a fourteen (14) day period of receipt of the billing in question. **After the complete and satisfactory repairs and with documentation of satisfactory repair**, reduction in fees shall be limited to one-half of the excess water usage billing as determined by the District to be associated with the billing period in question, and excludes the monthly service charge.”

- Account number \_\_\_\_\_
- Are you the property owner? Yes \_\_\_ No \_\_\_ if no, have you notified the owner? Yes \_\_\_ No \_\_\_
- Property address \_\_\_\_\_
- Date you became aware of the leak \_\_\_\_\_
- Date the leak was repaired \_\_\_\_\_
- Provide the **exact location** of the leak \_\_\_\_\_
- Attach a copy of repair invoices or receipts. **(Leak adjustment CANNOT be granted without documentation of a verified leak and repair).**
- Attach a letter of explanation if repairs made by yourself.

Daytime Phone Number \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

The Agency’s representative has the right of access and inspection to determine the leak was repaired. It is a **ONE TIME ADJUSTMENT** per every three years. If you have any further questions, please call our office at (360) 665-4144.

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