



CITY OF CASTLE ROCK LEAK ADJUSTMENT REQUEST FORM

ORDINANCE 2010-02

*Return Form and Supporting Documents to Castle Rock City Hall, Finance Office
141 'A' St SW or mail to: PO Box 370
Castle Rock, WA 98611

CUSTOMER NAME: _____ CONTACT #: _____

SERVICE ADDRESS: _____ ACCT #: _____

I am requesting a leak adjustment for my water service resulting from a malfunction and the leak has been repaired. I understand that no adjustments shall be made until the public works department verifies that the leak no longer exists. Adjustments are based on a 12-month average consumption and only the sewer billing amount will be adjusted for qualified leaks and this adjustment will be credited to the account for any amount billed over my average sewer use, for the applicable billing period. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. Subsequent requests for the same address will not be granted until I replace the plumbing and provide proof of the repair to the city.

I provided notification of this leak to the city on _____; date leak repaired: _____
The following is being provided as proof of the leak and also of the repair:

- Receipts for the repair costs
- Pictures of the break/leak and pictures of the repair
- Other: _____

Please describe in full; location of leak and steps taken to make the repair:

(You may continue on the back of the form if needed.)

Signed: _____ Date: _____

NO ADJUSTMENTS GIVEN FOR:

Leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglected or failure to repair broken pipes, or leaks not repaired within thirty days of notification.

CITY USE ONLY: FINANCE STAFF SIGNATURE: _____

PWD REVIEW & APPROVAL TO ALLOW ADJUSTMENT PER
ORDINANCE PROVISIONS: YES NO INITIAL: _____

LEAK VERIFIED BY: _____ DATE: _____

REPAIR VERIFIED BY: _____ DATE: _____

ADJUSTMENT AMOUNT: _____

COMMENTS: _____

If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the Public Works Director.