



LEAK ADJUSTMENT REQUEST

Name of Resident: _____

Address: _____

Date of Leak: _____ **Estimated Gallons Leaked:** _____

I am requesting an adjustment to my utility bill. I understand that only the sewer usage can be adjusted, and I am responsible for the entire amount of water used/leaked. I also understand that I am allowed only one leak adjustment per year.

Signature of Resident: _____

Date: _____

Please submit adjustment requests before the 1st of the month following your leak. If your non-adjusted usage is billed and paid, even partially, we cannot adjust the bill. Return this form along with proof that the leak has been repaired (example: a plumber's invoice or quote, receipt for materials or a letter from your landlord stating that a repair was made) to Town Hall by mail, email, overnight deposit box, or in person.

For Office Use Only

Signature of Town Official: _____ Date: _____

Did resident submit all required documents Y____N____ Date Received: _____

Last Meter Reading _____ Date Read _____ Current Meter Reading _____ Date Read _____