

Leak Adjustment Application

PLEASE NOTE—While your application is under review, please be sure to pay any outstanding invoices by their due dates to avoid disruption of service and additional charges.

REVIEW PROCESS— Leak adjustments are reviewed by comparing consumption this year to the same time last year. The City will deduct the amount you paid last year and write off up to 50% of the overage. You will receive a phone call or email with the results of the review. All qualified adjustments will be credited to your utility account on the next billing cycle after completion of repairs.

Customer Name: _____

Account Number: _____

Service Address: _____

Phone Number: _____

Email: _____

Date leak was discovered: _____

Date leak was repaired: _____

Who repaired the leak? _____

Description and location of leak: _____

Explanation of how leak was repaired: _____

Please verify all items listed below are included with your application. Applications missing documents will be returned and denied without review.

- All leak repairs have been completed. (REQUIRED)
- I've attached all required repair invoices and receipts. (REQUIRED)
- I have not applied for a leak adjustment within the past 12 months (REQUIRED)

Please send the application form and documents to 22500 Salamo Rd. #600 West Linn Oregon 97068, fax (503)650-9041 or email utilitybilling@westlinnoregon.gov

My signature certifies that I meet all of the above requirements, have provided all required documentation, and declare that all of the above information is true and complete to the best of my knowledge. I understand that if a leak adjustment is granted based on erroneous information, the City reserves the right to reverse such adjustments.

Signature _____ Date _____

Office Use Only

Approved by: _____ Date: _____ Amount: _____