



# LEAK ADJUSTMENT REQUEST

Fax: 206-824-0806  
Office: 206-824-0375

<b>NAME:</b>				<b>ACCOUNT #</b>	
<b>ADDRESS:</b>					
<b>SERVICE ADDRESS:</b>					
<b>CONTACT NUMBERS:</b>	<b>Home Phone</b>		<b>Work Phone</b>		<b>TYPE OF LEAK</b> <input type="checkbox"/> <b>Service Line Leak</b> <input type="checkbox"/> <b>Irrigation Line Leak</b>
<b>DATE LINE WAS REPAIRED:</b>				<b>Note: A maximum of two adjustments per owner/per property are allowed. Leak adjustments are offered only for leaks that occur between the meter and the house. If an adjustment is authorized for a <u>repair</u> to the line(s) then a second leak develops, no adjustment will be authorized until the entire service/irrigation line is completely replaced. Documentation is required for a second adjustment to prove the replacement is complete, and an HWD employee may conduct field verification.</b>  Effective date of this policy is 3/3/04 per Resolution 04-3-3C.	
<b>Repaired by:</b>					
<b>DATE LINE WAS REPLACED:</b>					
<b>Replaced by:</b>					

**Adjustment calculations:** 50% of the difference between the actual CF of water billed and the "averaged" CF of water consumed during the same billing period of the previous three years – not including the base rate.  
**Adjustment period:** Maximum two billing cycles.

**RETURN YOUR REQUEST** along with any receipts that support that you are entitled to this leak adjustment via **one** of the following options:

**Mail:** Highline Water District, 23828 30th Ave S, Kent, WA 98032  
 or  
**Email:** [customerservice@highlinewater.org](mailto:customerservice@highlinewater.org)  
 or  
**Fax:** 206-824-0806

**Customer Signature**

<b>For Office Use Only</b>		<b>CONSUMPTION</b>	
<b>TOTAL CONSUMPTION BILLED DURING PERIOD OF LEAK</b> From: _____ To: _____			
<b>AVERAGE USE FROM PAST BILLINGS OF SAME TIME PERIOD</b>			
<b>TOTAL CONSUMPTION ADJUSTMENT</b>		<b>\$</b>	
<b>Prepared by:</b>		<b>Approved by:</b>	
	<b>Signature</b>		<b>Signature</b>