



# 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"/> Service Line Leak <input type="checkbox"/> Irrigation Line Leak
<b>WAS LINE REPAIRED?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ Repaired by: _____ <b>WAS LINE REPLACED?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ Replaced by: _____			Note: <u>A maximum of two adjustments per owner/per property are allowed.</u> 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.  Effective date of this policy is 3/3/04 per Resolution 04-3-3C.
<p><b>Adjustment calculations:</b> 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.</p> <p><b>Adjustment period:</b> Maximum two billing cycles.</p> <p><b>RETURN YOUR REQUEST</b> along with any receipts that support that you are entitled to this leak adjustment via <b>one</b> of the following options:</p> <p><b>Mail:</b> Highline Water District, 23828 30th Ave S, Kent, WA 98032 or <b>Email:</b> <a href="mailto:customerservice@highlinewater.org">customerservice@highlinewater.org</a> or <b>Fax:</b> 206-824-0806</p>			
<b>Customer Signature</b>			

<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>Prepared by:</b>		<b>Approved by:</b>
	Signature	
		Signature