

LEAK ADJUSTMENT REQUEST FORM



City of Bothell™

LEAK ADJUSTMENT GUIDELINES

1. All customers requesting a billing adjustment are required to make a payment, based on their average bills, to keep their account current during the review process.
2. Completion of this form does not guarantee that a credit will be applied to your utility bill. You will be notified if the request cannot be granted, or if additional information is needed.
3. Proof of repair is required and must be submitted along with this form. An itemized invoice from the plumber or an itemized list of materials purchased to make repairs. If you made repairs without hiring a contractor or purchasing additional materials, please explain in the appropriate section of this form.
4. Per Bothell Municipal Code (BMC 18.06.330E), credit shall be posted to the account on the billing following submittal of proof of repair for a period extending up to 120 days prior to the date of repair. The charge for water shall be based on the water consumption history and other factors, which may affect the property owner's water consumption. Water charges for overages shall be billed at the wholesale rate of water charged to the city.
5. Please send your completed application, along with proof of repair, to the address at the bottom of this form.

CUSTOMER INFORMATION

Account-Customer ID	Service Address	
Name	Daytime Telephone	Email

LEAK INFORMATION

Date you first noticed the leak	Date the leak was repaired	Location of the leak
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Location of the leak

Inside building
 Outside building before meter
 Outside building after meter
 Irrigation

Please describe the specific nature of the leak; i.e., Leaky toilet, broken sprinkler line, etc.

Briefly describe the repairs that were made

If you are unable to provide receipts proving repairs, please explain why.

SIGN AND DATE