



LEAK ADJUSTMENT REQUEST

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

NAME:		ACCOUNT #	
ADDRESS:			
SERVICE ADDRESS:			
CONTACT NUMBERS:	Home Phone	Work Phone	TYPE OF LEAK <input type="checkbox"/> Service Line Leak <input type="checkbox"/> Irrigation Line Leak
DATE LINE WAS REPAIRED:		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 to prove the repair / replacement is complete, and a HWD employee may conduct field verification. Effective date of this policy is 3/3/04 per Resolution 04-3-3C.	
Repaired by:			
DATE LINE WAS REPLACED:			
Replaced by:			

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.
 or
Fax: 206-824-0806

Customer Signature

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