

**WATER & SEWER DIVISION
LEAK ADJUSTMENT REQUEST**

Please review the information below carefully.

Dear Customer,

Please fill in the form below and sign. Along with this form you are required to attach your repair receipts and/or a letter from the company or person(s) who made the repairs. If you made the repairs yourself and no receipt is available, then you are required to provide an **original** notarized letter specifying what repairs were made and when the repairs were made. It is important that you send this form along with your repair receipts to: **Jackie Holland** as soon as possible.

Date: _____

Customer Name: _____

Service Address: _____

Account Number: _____

Explain, in detail location of leak and repairs made: _____

Repairs were made on: _____
Date of Repairs Weekday/Daytime Telephone Number

I understand that all documents, including repair receipts, must be received before my account will be reviewed for a leak adjustment. I also understand that upon inspection by the Village of Perrysville Water & Sewer Division, if all leakage has been corrected and my consumption has decreased, I may be considered for an adjustment.

Customer Signature

Date

*Please note that any adjustment issued will be reflected on your next bill. Any adjustment made will be for the sewer portion of the bill only. If there are any problems with your request, you will be notified.