



**CITY OF MONROE REQUEST FOR ADJUSTMENT
DUE TO HIGH CONSUMPTION FROM LEAK**

PRINT NAME: _____

ADDRESS: _____

ACCOUNT #: _____ PHONE #: _____

As a result of a water leak, I received a water and sewer bill substantially higher than my normal consumption.

I am requesting the maximum allowed leak adjustment to my utility bill, which will be calculated by a Utility Billing Assistant. Date of repair: _____ I've attached a copy of the invoice/receipt from a plumber or hardware store documenting the break in the water line has been repaired. The public works department may perform an inspection of the repair.

LEAKING TOILETS AND/OR FIXTURES (INCLUDING IRRIGATION) DO NOT QUALIFY FOR LEAK ADJUSTMENTS.

SIGNATURE: _____ DATE: _____

FOR CITY USE ONLY

METER SIZE?	IN CITY/OUT OF CITY?	NUMBER OF UNITS?
A. HIGH CONSUMPTION	B. AVERAGE USAGE	A-B @ 50% WATER A-B @ 100% SEWER (if applicable)
WATER	SUBTOTAL:	
SEWER	SUBTOTAL:	
	TOTAL ADJUSTMENT:	

REQUEST APPROVED/DENIED (include explanation if denied):

Assistant Finance Director's Signature: _____