

MANCHESTER WATER DISTRICT
360-871-0500 Office 360-871-0455 Fax
Leak Adjustment Request Form

NAME: _____ ACCT. NO. _____

ADDRESS: _____ SERVICE ADDRESS: _____

TELEPHONE: _____ (ALT): _____

DESCRIPTION OF LEAK: _____

(Attach Additional Sheets/Documentation If Needed)

DATE LEAK WAS REPAIRED: _____

SIGNATURE OF PROPERTY OWNER DATE: _____

Please include any receipts you may have which support this leak adjustment and send to
MANCHESTER WATER DISTRICT, PO Box 98, Manchester, WA 98353-0098

FOR OFFICIAL USE ONLY:		WATER IS MEASURED IN CUBIC FEET	
Billing PERIOD OF LEAK - From:	To:	ADJUSTED BILL	AMOUNT BILL WOULD HAVE BEEN WITHOUT LEAK CREDIT
TOTAL LEAK CONSUMPTION:	_____		
AVERAGE USE FROM PAST BILLINGS:	_____		
TOTAL AMOUNT ADJUSTED:	_____ x \$1.41 Per 100 cubic ' ³		
BILL AMOUNT W/LEAK CREDIT:	_____		
TOTAL CONSUMPTION ADJUSTMENT	_____		
Prepared by:			
_____ Signature	_____		_____ Date
_____ Signature	_____		_____ Date:

Resolution No. 2003-12
Leak Adjustment Policy Criteria

1. The customer experiences a bona fide leak, not created by way of customer negligence, within the customer-owned water system that lies beyond the District owned water meter assembly.
2. The leak is acknowledged by District staff and its repair verified by District field visit and/or documentation by the customer attesting to its repair including, but not limited to materials receipts, photos, and/or other methods of documentation.
3. The customer completes repair of the leak within 20-days of receiving the bill that reflects the leakage amount or 20-days from the time they were notified of a possible leak.
4. The Customer submits a completed Leak Adjustment Request form to the District no later than 20-days after said billing date. In no event shall credits be considered for consumption beyond two billing periods (4-months). All billing payments must be kept current to avoid late payment penalties.
5. A leak adjustment credit may be issued only once every 3-years for the property regardless of:
(a) multiple leaks occurring during that period from different portions of the customer's system;
or (b) the property is owned or occupied by different persons during that time.
6. The credit amount shall be based on the excess amount of water used beyond the customer's average use during similar billing periods. The excess usage will be computed using the lowest usage rate tier and is in addition to the average bill, plus any late fees or other charges that appear on the bill that are not part of the qualifying leak adjustment. The fixed Base-Rate charge does not qualify for adjustment under this policy.
7. A customer may appeal any portion of this policy directly to the District's Board of Commissioners. An appeal must be made in writing 10-days prior to the meeting for which the item is requested to be placed on the agenda.