City of Pacific
100 3rd Avenue Southeast
Pacific, WA 98047
Phone: (253)929-1100
Fax: (253)939-6026
www.cityofpacific.com

Leak Adjustment Request Form

The council has authorized, per Pacific Municipal Code 14.88.060

"In the event of a water leak or of failure of a private water system located on the private property that results in excess consumption, the city may in its discretion through administrative staff determination, provide for a water billing adjustment through a credit of 50 percent of the volume and rate above normal consumption based upon normal consumption as determined by a three-month prior billing average. In no event will the adjustment be for more than two billing cycles. The adjustment will be considered only if the following conditions are met: (1) the adjustment is allowed no more than once a year; (2) the city is notified of the leak or failure either by notice from the customer or from the city's own written notice to the property owner; and (3) the city requests verification of system or leak repair within 30 days of the notification. Verification can be either by inspection of the repair by the city staff or the rendering of paid invoices for repairs of the private system."

IF THE FORM IS NOT COMPLETED IN FULL, YOUR REQUEST WILL BE RETURNED.

Today's Date: _____ Utility Account Number:_____

Month(s) Affected: _____

Owner's Name: _____

Home Phone: _____Work: _____Cell:_____

Service Location: _____
(Property Address)

Where was the leak located? _____

How was leak fixed? _____

_____

Owner's Printed Name:_____

Owner's Signature:_____**Date:**_____

PLEASE ATTACH A COPY OF A RECEIPT FROM ANY WORK OR MATERIALS USED.

For Office Use Only
Meter Number: _____
Read:_____ Previous Read:_____ PW Staff:_____ Date:_____
Comments _____

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