

REQUEST FOR ADJUSTMENT DUE TO A LEAK



The City of Grants Pass Utility has a policy of issuing partial credits for water leaks that are repaired in a timely manner. The City expects leaks to be repaired **within 10 days of discovery**. Your water charge for each billing period affected must be at least \$10.00 more than usual to be eligible for credit consideration. No more than 3 billing periods will be adjusted for a maximum credit of 50% of the water charge estimated to be due to the leak(s). Commercial customers are also eligible for a sewer volume charge credit as water consumption determines the commercial sewer charge. Credits are based on your historic usage for the same period in previous years or on consumption estimated to be due to the leak if there is no previous history for the period(s) affected. Only one leak adjustment credit will be allowed in any 18-month period.

Please describe the specific circumstances of your request: _____

Customer Account #: _____
Date leak found: _____ **Date leak repaired:** _____
Customer Name: _____ **Signature:** _____
Service Location: _____
Mailing Address: _____
Street address City State Zip Telephone #

*****DOCUMENTATION*****
YOU MUST SUBMIT COPIES OF PLUMBER'S BILLS AND/OR RECEIPTS FOR PARTS REQUIRED TO FIX THE LEAK
Complete this form, provide the required documentation and return to:
City of Grants Pass 101 NW A St. Grants Pass, OR 97526
If you need assistance completing this form, call the Finance office at 541-450-6035

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FOR OFFICE USE ONLY

Current years usage (BP/HCF) _____/_____
 Previous years usage (BP/HCF) _____/_____
 Calculations: _____

Total Credit: \$ _____ **Date Issued** _____/Initials _____