

LEAK ADJUSTMENT AGREEMENT

This leak adjustment is reached by mutual agreement between _____

And Kenova Municipal Water / City of Kenova. The parties understand that only one adjustment will be given. Leak adjustments are for leaks found underground only or in walls not easily accessed.

Signature of Customer

Date

Date

City of Kenova

CUSTOMER REQUEST FORM FOR LEAK ADJUSTMENT

Complete the following form in full and sign at the bottom.

Customer Name: _____

Address: _____

City: _____

Account Number: _____

Daytime Telephone Number: _____

Due date of bill in question: _____

Amount of bill in question: _____

ADJUSTMENT INFORMATION

In order to better serve you with your adjustment request, we need as much information about your leak as you can provide. Please explain in full detail the type of leak that you had, how it was repaired and when it was repaired. We will also need a copy of your bill and copies of any receipts where you had the leak repaired.

I, the undersigned, swear that the above information is true and accurate to the best of my knowledge, and I believe that I am entitled to an adjustment in the above mentioned bill based on the Rules and Regulations of the West Virginia Public Service Commission.

Signature of Customer

Date