

Water Leak Adjustment Request Form

This form is not a guarantee that a credit will be applied to your utility bill. You will be notified by letter if the request cannot be granted or if additional information is needed. By submitting this form and all required documentation, the customer certifies that all information is true and correct to the best of their knowledge. Requests will automatically be denied if required documentation is not provided.

Name and service address: _____

Account number: _____

Daytime contact phone number: _____

Date leak occurred: _____ Date leak repaired: _____

Type of Leak

<input type="checkbox"/>	Toilet
<input type="checkbox"/>	Dishwasher
<input type="checkbox"/>	Water line issue (state where)
<input type="checkbox"/>	Water heater
<input type="checkbox"/>	Sink
<input type="checkbox"/>	Bathtub / Shower
<input type="checkbox"/>	Outdoor faucet
<input type="checkbox"/>	Main service line
<input type="checkbox"/>	Other

Required Documentation

	Copy of repair invoice attached (if professionally repaired)
	Copy of repair receipts (if repaired by owner/tenant)
	Copy of bill with excessive usage that reduction is being sought (cannot be from previous quarter)
	Data log printed (if capable) showing leak is repaired

Brief description of leak and action taken to repair:_____

Customer Signature:_____

Date:_____

FOR OFFICE USE ONLY		
Board Decision	% / \$	Total Reduction
\$ Reduction		
% Reduction		
No Reduction		
Board Resolution #		
Date of Resolution		

The leak adjustment form and all documentation can be submitted as follows:
Mail to Town of Chesterfield ATTN: Water PO Box 456, Keeseville, NY 12944
Email to clerk.chesterfield@gmail.com

	Yes	No	Signature
Clayton Barber			
David Gload			
Patrick Mitchell			
John Casey			
Richard Klages			

Water Clerk Process	
Date Completed	
Adjustment #	
Initials	

The leak adjustment form and all documentation can be submitted as follows:
 Mail to Town of Chesterfield ATTN: Water PO Box 456, Keeseville, NY 12944
 Email to clerk.chesterfield@gmail.com