



Utility Billing Department
201 S. Cortez St
Prescott, AZ 86303

Leak Adjustment Request Form

Account #: _____ Date: _____

Customer Name: _____ Phone #: _____

The City of Prescott allows water charge to be reduced by 50% for a Leak Adjustment Credit if all of the following criteria are met:

1. The abnormal water quantity is due to a leak (or improper operation of a device) on the customer side of the meter.
2. The quantity billed is at least twice the 12 month average or twice the usage of the same month of the previous year.
3. The leak must be repaired prior to filling out the Leak Adjustment Application.
4. All requests must be filed with the City within ninety (90) days of the issuance of the first bill reflecting the water loss.
5. Customers are eligible for only one credit during a 60 month period.
6. No more than two consecutive billing cycles will be adjusted.

I, _____, am the responsible party for the account at the above service address.

I am asking the City of Prescott to reduce the water bill for this account, to the extent allowed by City Council. I realized I had a leak on (date) _____ and repaired on (date) _____.

IN ORDER TO PROCESS YOUR APPLICATION, PLEASE READ THE FOLLOWING CAREFULLY AND GIVE A COMPLETE AND CLEAR DESCRIPTION OF THE REPAIRS.

Cause of leak: _____

Description of repair: _____

THE CITY RETAINS THE RIGHT TO MAKE FIELD VERIFICATION BEFORE APPROVING LEAK ADJUSTMENTS. BY SIGNING THIS DOCUMENT, YOU GRANT PERMISSION FOR A CITY OF PRESCOTT REPRESENTATIVE TO CONDUCT A FIELD VERIFICATION, IF SUCH AN INSPECTION IS DEEMED NECESSARY AT THE SOLE DISCRETION OF THE CITY. YOU WILL BE NOTIFIED BY MAIL WITHIN 30 DAYS WHETHER YOUR REQUEST IS APPROVED, DENIED OR WHETHER ADDITIONAL INFORMATION IS REQUIRED TO MAKE A FINAL DETERMINATION.

I am familiar with all the facts stated in this document and verify that they are true and correct. I certify that this application and attached documents contain no false statements. False statements may be prosecuted to the fullest extent of the law.

Signature: _____