



REQUEST FOR ADJUSTMENT DUE TO A LEAK

The City of Gearhart has a policy of issuing partial credits for leaks that are repaired in a timely manner. The City expects leaks to be repaired promptly once discovered. How quickly the repair is handled can determine the amount of credit given. A credit up to 40% will be designated by the City Administrator.

Leak adjustments cannot be processed until your water consumption has returned to a normal level based on your pre-leak consumption. You are required to make your usual bi-monthly usage payment during the credit review process. Should you pay in full during the process, any overpayment will be refunded to you once normal levels are confirmed and the credit has been applied. Likewise, any balance owed after the credit is applied will be due immediately.

Account: _____ Service Address: _____

Customer Name: _____ Phone#: _____

Email: _____

Date Leak found: _____ Date Leak repaired: _____

Please describe the specific circumstances of your leak and repair: _____

Repair performed by:

- Plumber -attach invoice or receipt for repair
- Self -attach receipts for parts and supplies
- Other – Please Explain: _____

REQUESTED DOCUMENTATION ABOVE MUST BE ATTACHED TO THIS FORM FOR YOUR ADJUSTMENT TO BE CONSIDERED &/OR PROCESSED.

Please return materials to: water@cityofgearhart.com -OR- PO Box 2510, Gearhart, OR 97138
-OR- City Hall drop box 698 Pacific Way, Gearhart -OR- Fax to 503-738-9385

OFFICE USE ONLY

City Administrator Initials _____ Total Credit Issued by Admin \$ _____

Leak Reduction Percentage Approved _____ % Clerk Processor Initials _____