



CITY OF NAVASOTA, TEXAS

200 E. McAlpine Street, Navasota, TX 77868
936-825-6475 (office) 936-825-4018 (fax)

REQUEST FOR WATER BILL ADJUSTMENT

I, the undersigned, being the contracting party, or an agent, employee or representative of the contracting party, for water service from the City of Navasota, Texas, request a reduction in the amount of a water bill for water furnished to the premises described below.

It was discovered that water was being lost through a latent defect in a water line at said premises during the period commencing _____ (date) and ending _____ (date), and as a result of said latent defect, water provided through the city water meter serving the described premises was lost and not used in any manner by anyone. As soon as said latent defect was discovered it was repaired (see attached documentation). No additional water appliances have been placed in use during the period covered by the bill.

I am personally familiar with all matters of fact stated herein, and I know of my own personal knowledge that they are true and correct.

Attach documentation of leak being repaired including receipts, photographs, and a written statement of when the leak was found and when it was repaired.

Account No _____

Account Name _____

Service Address _____

Phone Number _____

E-mail Address _____

State of _____

County of _____

The foregoing document was acknowledge before me this ___ day of _____ 202__ by _____ who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Notary Signature

Notary Stamp

