



WATER LEAK BILLING ADJUSTMENT APPLICATION

100 3rd Avenue Southeast
Pacific, WA 98047
Phone: (253)929-1100
Fax: (253)939-6026
Email: billing@ci.pacific.wa.us

Property Owner Name:		Account#:
Service Address:		
Owner Mailing Address:		
City:	State:	Zip:
Owner Email Address:	Home Phone#:	Cell Phone#:

LEAK INFORMATION	Date of Repair:	Month(s) Affected:
	Leak Location:	
	Leak Explanation:	
	System and/or Leak Repair Description:	
	Repaired by (Self, Contractor, Friend, etc.):	Contractor/Business Name (If applicable):

Per Pacific Municipal Code 14.88.060, a water billing adjustment is provided through a credit of 50 percent of the volume and rate above your normal consumption based upon your average consumption. Average consumption is based on the actual consumption for the same period in the prior two years. In the event the account does not have two years consumption history, the city will use the city's average for a similar account type, i.e. residential, commercial. In no event will the adjustment be for more than two billing cycles.

I am requesting an adjustment to my utility bill per PMC 14.88.060. I acknowledge that an adjustment will be considered only if the following conditions are met: (1) the adjustment is allowed no more than once every 24 months; (2) the city is notified of the leak or failure either by notice from the customer or from the city's own written notice to the property owner; and (3) the city requests verification of system or leak repair within 30 days of the notification. Verification of system or leak repair requires copies of repair invoice(s) and/or receipt(s) and confirmation by city staff that the repair is complete. Depending on the date of repair, adjustments could take 1-2 billing cycles to post to my account.

PLEASE ATTACH A COPY OF RECEIPT(S) AND/OR REPAIR INVOICE(S)

Owner Signature:	Date:
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For Office Use Only	
Reviewed By: _____	Date: _____
Documents Received: <input type="checkbox"/> Receipt(s) <input type="checkbox"/> Contractor Invoice(s) Date of prior leak adjustment: <input type="checkbox"/> More than 24 mths or No Prior	