



## 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](mailto: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 \_\_\_\_\_