HB&TS Utility District

505 Downs Blvd., Franklin, TN 37064 ●Office: 615-794-7796 ● Fax: 615-591-9094

LEAK ADJUSTMENT REQUEST

Due to a leak at my residence, I am requesting a leak adjustment. I have repaired the leak and have presented proof of the repair in the form of a plumber's affidavit, plumber's repair bill, or receipt showing parts purchased to repair the leak. I understand that I am not eligible to receive any other leak adjustments within 12 months from this date of this request. In addition, I agree to allow H.B. & T.S. Utility District employees to make an on-site inspection to verify the location of the documented leak.

_____   _____
Date of Request   Account Number

_____   _____
Customer Name   Customer Address

_____
Contact Number

Please answer the following questions completely. Failure to provide all information may delay review of leak request.

1. What date was the leak first discovered?_____

2. How was the leak discovered? _____

3. Give a brief description of the location of the leak: _____

4. What date was the leak repaired? _____

5. Name and address of person repairing leak: _____

6. Description of the repair work performed: _____

Please attach copy of plumber's affidavit and/ or billing statement for all leak repair charges

By signing below, I hereby certify that all of the information given above is correct to the best of my knowledge.

Signature: _____

--Office Use Only--

☐ This request qualifies for a leak adjustment under the current Leak Adjustment Policy (See back for calculations.)

☐ This request does **NOT** qualify for a leak adjustment under the current Leak Adjustment Policy due to the following reasons: _____

(Revised 8/16/16)

Month in which leak occurred: _____

Amount of large bill: $_____

Estimated average bill: $_____

Number of gallons used during month of leak:	a. _____ gallons
Number of gallons estimated average usage:	b. _____ gallons
Subtract line **b** from line **a** to determine leak amount in gallons then divide by 1000 (per thousand gallons)	c.= _____ gallons leaked divided by 1000 d. _____
Multiply gallons used during leak by the lowest current residential rate per thousand gallons	e. x $_____ f.= $_____
Divide total of line **f** by 2	g. $_____
Amount of average bill (less tax)	h. $_____
Add lines **g** and **h** to determine adjusted amount to be paid by customer + tax.	$_____ Tax $_____ Total $_____ (Adjusted amount due)

Amount of large bill $_____   Adjustment calculated by: _____

Amount of Adjusted bill $_____   Date Adjustment given: _____

Amount of Adjustment given $ _____

Breakdown of Adjustment:

Water = _____ - _____ = _____

Tax= _____ - _____ = _____

Total: = _____

_____

(If onsite Inspection Performed, Complete this section)

Inspection Date: _____

Inspector Name: _____

Notes: