



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:

Worksheet for Leak Adjustment Calculation
(Office Use Only)

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: