



City of Pacific

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Pacific, WA 98047

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LEAK ADJUSTMENT REQUEST FORM

The council has authorized, per Pacific Municipal Code 14.88.060

"In the event of a water leak or of failure of a private water system located on the private property that results in excess consumption, the city may in its discretion through administrative staff determination, provide for a water billing adjustment through a credit of 50 percent of the volume and rate above normal consumption based upon 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. The 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 invoices and/or receipts and confirmation by City staff that the repair is complete."

IF THE FORM IS NOT COMPLETED IN FULL, YOUR REQUEST WILL BE RETURNED.

Today's Date: _____ Utility Account Number: _____

Owner's Name: _____ Month(s) Affected: _____

Home Phone: _____ Cell Phone: _____

Service Location (Property Address): _____

Where was the leak located: _____

How was the leak fixed? _____

Date leak was fixed: _____

Owner's Signature _____ Printed Name _____ Date _____

PLEASE ATTACH A COPY OF A RECEIPT FROM ANY WORK OR MATERIALS USED.

For Office Use Only

Reviewed By: _____ Date: _____

Account Type: ☐ Single Family ☐ Multi Family ☐ Commercial