



DATE _____

WATER LEAK ADJUSTMENT REQUEST

Customers who have experienced a water leak may apply for a one-time per calendar year adjustment to their water bill. A second water bill adjustment may be requested during the same calendar year, but only under extraordinary circumstances as approved by the City Manager.

Reimbursements are based on the type of leak. All receipts for repairs or for plumbing repair services must be submitted within 60 days after repairs have been completed. Water bill adjustments are processed once consumption returns to normal. As a result, it may take up to two billing cycles to receive an adjustment. The customer must show that the leak was repaired within one month of detection.

Please complete the request form and return to City Hall at 6400 El Verde Rd. or to
d.moralez@leonvalleytexas.gov.

NAME _____ ACCOUNT # _____

ADDRESS _____ TELEPHONE # _____

LOCATION OF LEAK _____

DESCRIPTION OF LEAK & REPAIR _____

DATE LEAK WAS NOTICED _____ DATE REPAIRED _____

WHO MADE REPAIRS? OWNER ☐ PLUMBER ☐

*****NOTE: A COPY OF PLUMBER'S BILL OR RECEIPT MUST BE SUBMITTED*****

PLEASE CONSIDER MY REQUEST FOR ADJUSTMENT. ALL INFORMATION IS TRUE AND CORRECT.

SIGNED _____ EMAIL _____

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED _____

CONSUMPTION HISTORY

DECLINED ☐

APPROVED ☐

CONSUMPTION HISTORY					NOTES

RECOMMEND _____

ADJUSTMENT _____