



Soquel Creek Water District

5180 Soquel Dr Soquel, CA 95003

(831) 475-8500 option 3

Email: billing@soquelcreekwater.org

LEAK ADJUSTMENT REQUEST & ACCEPTANCE FORM

Leak Adjustment Guidelines

- SqCWD will grant an Adjustment for any leak, or unexplained high water use.
- Adjustments must be applied for within ninety (90) days of the billing period in which the high water use occurred.
- The amount of the adjustment is determined by comparing consumption during the period of the high usage to the same period the prior year. It is assumed that the difference in use is attributable to a leak or other unintentional usage. Fifty (50) percent of the excess water use, caused by the incident, is excused. The remaining fifty (50) percent is billed at the highest billing tier the customer attained for the same period the prior year.
- A maximum of two (2) consecutive billing periods can be considered for adjustments.
- SqCWD accounts are eligible for one (1) leak adjustment every three (3) years.

<i>Customer Name</i>		<i>Account Number</i>
<i>Service Address</i>		
<i>Email Address</i>		<i>Phone Number</i>
<i>Type of Leak</i>	<i>Date of Repair</i>	<i>Receipt Attached</i>

In order to process your application quickly and efficiently, please give a complete and clear description of the leak or unintentional high use. Include the type of leak, how it was repaired, and the date of repair. If the usage was unintentional, please provide a description of the circumstances. If you have previously received a leak adjustment, please indicate the date.

As the customer for the above listed service address, I hereby apply for and accept a billing adjustment, to be applied as a credit to my account, under the SqCWD Leak Adjustment Program. I have read, understand, and accept the adjustment policy guidelines listed above, and certify that all information submitted is accurate and true. I also understand, that I will not be eligible for another adjustment for three (3) years from the date of the adjusted bill.

<i>Customer Signature</i>	<i>Date</i>

FOR OFFICE USE ONLY

<i>Date Received</i>	<i>Repair Bill</i>	<i>Received By</i>
<i>Date of Verify Repair</i>	<i>Billing Period(s)</i>	<i>Bill Amount(s)</i>