

**TRAILS END WATER DISTRICT #2**

**LEAK ADJUSTMENT FORM**

1. Application for Leak Adjustment: a Property Owner can receive a Leak Adjustment credit to their account for excess water usage charges resulting from one eligible water system leak on a property every three years.
  - a. The Property Owner must apply for the Leak Adjustment by requesting and filling out the attached form, available on the TEWD website or at their offices.
  - b. The Form must be completed and returned to TEWD as soon as possible with all necessary documentation as described below.
2. Eligibility for Leak Adjustment: Applicants must meet all the following criteria to be considered for a Leak Adjustment:
  - a. Applicant has not received a leak adjustment in the previous three years.
  - b. Applicant has repaired the leak within thirty (30) days of either being notified or when the leak was discovered.
  - c. Applicant has provided proof of the repair (receipts for material or services related to the repair)
3. Parameters of Account Credit:
  - a. The Leak Adjustment Credit is only applied to one billing period covering the leak in question.
  - b. The amount of the credit may be either 1) up to (but shall not exceed) 50% of water usage above the normal billing usage during the same time period during the previous year, or 2) 50% of the highest bill during the leak.
  - c. Process of the credit may take up to 60 days from the time of the leak.

**ALL Fields below MUST be filled out:**

Name(s) of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

TEWD Account Number: \_\_\_\_\_

Date you first noticed your leak: \_\_\_\_\_

Date the leak was repaired: \_\_\_\_\_

Location of leak: \_\_\_\_\_

By typing/ signing my name below, I am electronically signing this application:

\_\_\_\_\_

Date: \_\_\_\_\_