

TOWN OF WAPPINGER



Water & Sewer Department Leak Adjustment Request Form

The Town of Wappinger is committed to water conservation and encourages customers to do their part to reduce lost water by repairing leaks in a timely manner. As a courtesy to our residents, we will review a customer's request for an adjustment due to a leak. Adjustment requests will not be considered for commercial accounts or rentals.

- Leak Adjustment Requests must be submitted within thirty days from the date of the bill.
- Proof of repair and/or receipts must be submitted with request form.
- One adjustment is permitted per twelve-month period.
- No adjustment will be given for new construction/renovations.
- No adjustment will be given for water left on at the spigot.
- No leak adjustment shall be considered after notification for two consecutive billing periods.

RESIDENT INFORMATION

Resident Name: _____ Account No.: _____

Service Address: _____ Phone No.: _____

LEAK INFORMATION

Current meter reading: _____ Previous meter reading: _____

Date Leak Detected: _____ Date of Repair: _____

Location and Description of Leak: _____

- Adjustments will be calculated based on the following formula:
Water: (Highest Usage Month(s) - Baseline usage) x 50% x Billing Rate = Courtesy Adjustment.
Sewer: (Highest Usage Month(s) - Baseline usage) x 25% x Billing Rate = Courtesy Adjustment.
- Adjustments will be capped at 4x the average water usage.
- Completion of this form does not guarantee an adjustment will be applied to your utility bill.
- Customer is responsible to maintain full payment of the balance until the request is granted or denial of the request is communicated.

FOR OFFICE USE ONLY:

Submitted to Supervisor: _____ Denied/Approved: _____

Estimated Overage: _____ Amount of Credit: _____

Adjustment entered on: _____ Adjustment entered by: _____