



**CITY OF MONROE REQUEST FOR ADJUSTMENT  
DUE TO HIGH CONSUMPTION FROM LEAK**

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

As a result of a water leak, I received a water and sewer bill substantially higher than my normal consumption.

I am requesting the maximum allowed leak adjustment to my utility bill, which will be calculated by a Utility Billing Assistant. Date of repair: \_\_\_\_\_ I've attached a copy of the invoice/receipt from a plumber or hardware store documenting the break in the water line has been repaired. The public works department may perform an inspection of the repair.

**LEAKING TOILETS AND/OR FIXTURES (INCLUDING IRRIGATION) DO NOT QUALIFY FOR LEAK ADJUSTMENTS.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*FOR CITY USE ONLY*

| METER SIZE?         | IN CITY/OUT OF CITY?     | NUMBER OF UNITS?                                    |
|---------------------|--------------------------|---|
| A. HIGH CONSUMPTION | B. AVERAGE USAGE         | A-B @ 50% WATER<br>A-B @ 100% SEWER (if applicable) |
| WATER               | SUBTOTAL:                |   |
| SEWER               | SUBTOTAL:                |   |
|                     | <b>TOTAL ADJUSTMENT:</b> |   |

REQUEST APPROVED/DENIED (include explanation if denied):  
\_\_\_\_\_

Finance Director's Signature: \_\_\_\_\_