

**Leeds Water Works Board
Leak Adjustment Policy**

Customer must fill out a leak request form and return to Leeds Water Works within 21 days after receiving bill.

No adjustments will be made for bills less than \$150.00. Customers can make payment arrangements with a customer service representative for repayment over a three-month period.

Customers requesting an adjustment whose bill is \$150.00 and up will receive a one-time, lifetime adjustment per location, based on the past 3 months average consumption, except in extenuating situations that will be reviewed by the Board.

Leeds Water Works Board will inspect the repair and customer will be required to furnish receipts for materials and labor when applicable.

**Leeds Water Works
Leak Request Form**

Date _____

Name _____

Address _____

Phone _____

I would like to request a leak adjustment at _____

Leak was repaired on _____

Signed _____