



CITY OF MOUNTAIN PARK

Incorporated 1927

Leak Adjustment Request Form

Please fill in the form below and sign. Along with this form you are required to attach your repair receipts and/or a letter from the company or persons who made the repairs. If you made the repairs yourself and no receipt is available, then you are required to provide an **original notarized letter** specifying what repairs were made and when the repairs were made. Please provide this form along with your repair receipts to City Hall as soon as possible.

TODAY'S DATE: _____ DATE LEAK FOUND: _____

CUSTOMER NAME: _____

PHONE NUMBER: _____ E-MAIL: _____

BILLING ADDRESS: _____

RE: LEAK ADJUSTMENT REQUEST

SERVICE ADDRESS: _____

ACCOUNT NUMBER: _____ DATE OF REPAIRS: _____

I had a leak located at (exact location of repairs on property) _____

I understand that all documents, including repair receipts, must be received before my account will be reviewed for a leak adjustment. Any adjustment issued will be reflected on my next bill. I will be notified of the decision.

Customer Signature

Date

For City Hall Use Only

Meter Reading: _____ Date _____ Reread _____