

Account Number: _____

Commercial Accounts – Leak Repair Certificate

City of Lebanon Ordinance 18-5749 states water leak adjustments can be made only after the water and sewer usage has been returned to normal and the customer has certified that repairs have been made. The Utilities Supervisor and/or Commissioner of Finance will approve all water leak adjustments. Customers are eligible for only 1 leak adjustment during a 12 month period.

I, _____, (customer) certify there was an unforeseen leak which resulted in above normal water and sewer usage.

Address: _____

Leak was repaired by _____

Location of the leak _____

(Signature of Customer) (Date)

Email Address and phone number

Calculation of Adjustments to be completed by the City: OFFICE USE ONLY BELOW

WATER

	Month	Amount
3 previous months	_____	\$ _____ (no tax)
of "usual" charges	_____	\$ _____ (no tax)
	_____	\$ _____ (no tax)
	Total	\$ _____ divided by 3 = \$ _____ (avg of 3 regular bills)

\$ _____ 1st High Water Bill (no tax)
 - _____ (avg. of 3 previous months of regular bills)
 \$ _____ divided by 2 (50%) = \$ _____ (Amount of Adjustment)

Month of Adjustment: _____

If there are charges due to a leak on 2nd month's bill, due to "unforeseen circumstances," additional billing for the 2nd month prior to customer receiving bill for 1st month, or fault due to City equipment, then an adjustment can be made for the applicable portion of the 2nd month's billing. If there is evidence the customer was aware of the leak after receiving the 1st bill and neglected to make the necessary repair, it is not appropriate to adjust the 2nd month's billing.

\$ _____ 2nd High Water Bill (no tax)
 - _____ (avg. of 3 previous months of regular bills)
 \$ _____ divided by 4 (25%) = \$ _____ (Amount of Adjustment)

Month of Adjustment: _____

Account Number: _____

OFFICE USE ONLY

SEWER

	Month	Amount
3 previous months	_____	\$ _____
of "usual" charges	_____	\$ _____
	_____	\$ _____
	<u>Total</u>	\$ _____ divided by 3 = \$ _____ (avg. of 3 regular bills)

\$ _____ 1st High Sewer Bill
- _____ (avg. of 3 previous months of regular bills)
\$ _____ divided by 2 (50%) = \$ _____ (Amount of Adjustment)

Month of Adjustment: _____

If there are charges due to a leak on 2nd month's bill, due to "unforeseen circumstances," additional billing for the 2nd month prior to customer receiving bill for 1st month, or fault due to City equipment, then an adjustment can be made for the applicable portion of the 2nd month's billing. If there is evidence the customer was aware of the leak after receiving the 1st bill and neglected to make the necessary repair, it is not appropriate to adjust the 2nd month's billing.

\$ _____ 2nd High Sewer Bill
- _____ (avg. of 3 previous months of regular bills)
\$ _____ divided by 4 (25%) = \$ _____ (Amount of Adjustment)

Month of Adjustment: _____

(City Employee Calculating)

(Date)

Customers have an appeal opportunity for unusual situations. They should notify the Commissioner of Finance & Revenue or Utilities Supervisor in writing within 15 days of notification of the approved or disapproved adjustment that had been requested by customer.