



TRINITY BAY CONSERVATION DISTRICT
APPLICATION FOR WATER ADJUSTMENT

As of February 08, 2001, persons who can document a bonafide water leak of their water service line, water pipes, lines or fittings may request the General Manager to make an adjustment to the water portion of the utility bill.

The following conditions apply:

- 1. The request shall be in writing on a form provided by the District.
2. The request must be for a documented bonafide water leak, whether such leak allowed water to drain into the sanitary sewer system or not.
3. The water leak must be documented through a copy of the paid invoice of a licensed plumber or, if repaired by the homeowner, by inspection of a TBCD employee or agent.
4. The water leak must be due to a breakage of water service line, water pipes, lines or fittings and may not be a result of any direct action by the customer or his agent.
5. No such adjustment shall be made to the water portion of the patron's utility bill for more than an average of one such water leak per 12 month period over the life of the account.

Please complete the following information and return to our Office.

Account Number Phone Number

Name on Account Service Address

Date Leak Occurred Date Leak Fixed

Documented by: Plumber TBCD employee

Briefly describe the break

Plumber or TBCD employee name

Attach copy of invoice, if plumber

Is the water leak due to a breakage of water service line, Water pipe, or fitting? Yes No

Have you had a leak adjustment in the last twelve months? Yes No

Customer Signature Date

Meets policy requirements, APPROVED: Date

Does not meet policy requirements, NOT APPROVED Date



TRINITY BAY CONSERVATION DISTRICT
APPLICATION FOR SEWER FEE ADJUSTMENT

As of December 12, 2002 persons who can document a bonafide water leak of their service line, water pipes, water using appliances, lines or fittings may request the General Manager to make an adjustment of the sewer portion of their utility bill.

- 1 The request shall be in writing on a form or forms provided by the district.
2 The water leak may not have allowed water to drain into the sanitary sewer system.
3 The water leak must be documented through a copy of the paid invoice of a licensed plumber or, if repaired by the homeowner, by inspection of a TBCD employee or agent.
4 The water leak must be due to a breakage of water service line, water pipes, and water using appliances, lines or fittings and may not be a result of any direct action by the customer or his agents.
5 The General Manager may not adjust the sewer portion on the patron's utility bill for more than an average of one such water leak per 12-month period over the life of the account.

Please complete the following information and return it to our office.

Account Number

Name on account Address

Date leak occurred Documented by: Plumber or TBCD employee

TBCD employee's name

If plumber, attach copy of invoice (must include master plumber's license number) YES NO

Is the water leak due to a breakage of water service line, water pipes, lines or fittings? YES NO

Have you had a leak adjustment in the least twelve months? YES NO

Did the water leak allow water to flow into the sanitary sewer? YES NO

Date Customer Signature

Meets policy requirements, Approved Date

Does not meet policy requirements, NOT APPROVED Date