

Town of Lovettsville

Water/Wastewater Leak Adjustment Authorization Form (in house authorization)

Section 38.48 a) (7)

- ii. To qualify for adjustment, the property owner shall contact the town upon discovery of the leak and shall no later than the current billing cycle payment due date, submit a leak adjustment request including a repair bill from a licensed plumber with a written statement describing the repair.

Date of Request: _____

Town Employee: _____

Customer Name: _____

Address: _____

Daytime Phone No. _____

Account No. _____

Date Leak Reported: _____ Date Leak Repaired: _____

Required Documents

Copy of repair invoice attached (by a licensed plumber) Yes No

Brief description of leak and action taken to repair:

This form must be signed by the Town Manager before any adjustments are made.

Approved _____ Denied _____

Reason for denied request:

Town Manager