



**Leak Adjustment Request**  
Utility Billing  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Email: [utilitybilling@ci.lowell.or.us](mailto:utilitybilling@ci.lowell.or.us)

---

**Applicant Information:**

Service Address: \_\_\_\_\_

Account Holder Name(s): \_\_\_\_\_ Account #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Leak Information:**

Location: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Discovered: \_\_\_\_\_ Date Repaired: \_\_\_\_\_

Description of Repair: \_\_\_\_\_

**Applicant Affidavit**

- Applicant owns and/or is the authorized account holder of the subject property listed above and is requesting consideration for a leak adjustment in accordance with LRC 4.153.
- Applicant is requesting a leak adjustment due to a water supply break, failure, and/or leak on the customer side of the water meter beyond the control of the applicant.
- Customer must request a leak adjustment within six (6) months of the occurrence. Requests for adjustments beyond six (6) months will not be considered. A copy of a plumbing invoice or parts receipt is attached.
- One adjustment per utility account will be considered in any twelve (12) month period.
- Applicant hereby acknowledges the leak(s) have been satisfactorily repaired.
- Applicant understands and acknowledges leak adjustments are subject to review by City Staff and are not guaranteed.
- Applicant affirms that the information set forth in the Leak Adjustment Reimbursement Request form is true and accurate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_

Adjustment Calculations:

1. Month \_\_\_\_\_ Year \_\_\_\_\_

$$\frac{\text{Prior Years Usage}}{\text{\# Periods}} = \text{Average}$$

$$\text{Usage} - \text{Average} = \text{Excess Usage} \times 0.5 = \text{Excess Usage} \times \text{Rate} = \text{Credit}$$

2. Month \_\_\_\_\_ Year \_\_\_\_\_

$$\frac{\text{Prior Years Usage}}{\text{\# Periods}} = \text{Average}$$

$$\text{Usage} - \text{Average} = \text{Excess Usage} \times 0.5 = \text{Excess Usage} \times \text{Rate} = \text{Credit}$$

Credit Applied: \_\_\_\_\_ Date Applied: \_\_\_\_\_ Clerk Initials: \_\_\_\_\_