



Utilities – Water & Sewer
407 Birch Ave SW, P. O. Box 810 Napavine, WA
98565 Phone: (360) 262-3547 Fax: (360) 262-9199
www.cityofnapvine.com

Utility Leak Adjustment Request

Customer's Name

Account No.

Service Address

Phone No.

Approximate Date Leak First Noticed

Exact Location of Leak at Premises

Leak Repaired by

Date Leak Repaired

Customer's Signature

Date of Request

I hereby notify the City of Napavine Utility Billing Department that a water leak at the above service address has been repaired. I request an adjustment be made to my billing per City policy. I understand that signing this form does not guarantee a billing adjustment will be made and that I am only permitted one leak adjustment per year.

CITY OFFICIAL USE ONLY

CURRENT BALANCE

ADJUSTMENT

NEW BILL

Current Usage

()

Average Usage

Water \$

\$()

\$

Sewer \$

\$()

\$

Water Tax \$

\$()

\$

Sewer Tax \$

\$()

\$

Total Bill \$

\$()

\$

Billing Cycle Adjusted

Meter Read

Adjustment Authorized Yes No

Public Works Signature & Date

Adjustment Authorized Yes No

City Clerk Signature & Date

Comments:

Employee Signature

Date Posted to Account