



Date of Leak/Unexpected Excess Usage: _____ Date Repaired: _____
Customer Name: _____
Account No.: _____
Service Address: _____

Request for Courtesy Account Adjustment Due to a Leak or Unexpected Excessive Usage

The City of Lincoln City has developed a policy allowing partial credits be given to water accounts for leaks that are repaired in a timely manner. The City will also issue a partial credit for unexpected excess usage, as defined in the City's Water Leak or Excessive Usage Adjustment Policy. Credit will be calculated as defined in the policy. Credits will not be issued for expected usage as outlined in the policy.

Please read the policy in its entirety

Describe the circumstances that led to the excessive water usage and what was done to correct them. (If you need more space, please continue your explanation on the back of the form)

Copies of repair invoices and/or receipts for parts required to fix the cause of the leak must be submitted with this form.

I have read the City's Water Leak or Unexpected Excessive Usage policy and understand the terms of adjustment outlined within. I hereby certify under penalty of perjury and false swearing that the information I have provided regarding the cause of my high water usage is true and correct. I declare that repairs or corrections needed have been made and proof of repair has been provided. I understand adjustments are limited to one every 5 years per owner of property. My signature below confirms that I wish to request the adjustment at this time, understanding that I cannot and will not apply for additional credit at this property for at least another 5 years.

Property Owner's Signature

Date Signed: _____

Owner's Email Address

Phone #: _____

Owner's Mailing Address

City

State

Zip Code

City Approved by: _____ Date Signed: _____

"PRIDE IN SERVICE"