

**CITY OF QUITMAN WATER AND SEWER DEPARTMENT BILLING ADJUSTMENT FOR LEAKS:**

This policy shall be based on action taken per individual account holder, the City of Quitman Water and Sewer Department, and a review of the account spanning a 12-month period.

Upon receipt of the water leak repair verification form, the water superintendent with board approval, will adjust a customer’s water bill that is excessively high due to a leak. Prior to the adjustment, the superintendent must determine if due diligence was used in discovering and repairing the leak that caused the high bill.

The adjustment will be for 50% of the water/sewer bill. Requirements for a leak adjustment are as follows:

1. Completed and turned in water leak verification form.
2. All water leaks must be fixed and verified (no water running through the meter)
3. A City of Quitman Water and Sewer Dept. technician verifies there is no water running through the meter.
4. Leak adjustments approved by board at next board meeting.

**Once these requirements have been met, the bill will be adjusted.**

**WATER LEAK REPAIR VERIFICATION**

The City of Quitman Water and Sewer Department

101 E. Church Street, Quitman MS 39355

601-776-3728

**CUSTOMER INFORMATION: (PRINT)**

**REPAIR INFORMATION: (PRINT)**

Name(as it appears on bill):\_\_\_\_\_

Property owner/manager name

Account #\_\_\_\_\_

\_\_\_\_\_

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

Phone: \_\_\_\_\_

Date Leak discovered: \_\_\_\_\_

Date of repair: \_\_\_\_\_

Own \_\_\_\_\_ Rent: \_\_\_\_\_

Type of repair: \_\_\_\_\_

\_\_\_\_\_

**PROPERTY OWNER/MANAGERS SIGNATURE**

Attach plumbing bill and receipts for repairs. No adjustment will be considered without these items.

By signing below, I certify that the information provided regarding this repair is current. I understand that providing fraudulent information with he intent of lowering a utility bill may be punishable by applicable law.

I hereby grant permission to the City of Quitman Water and Sewer Dept. personnel to come onto my property and verify the repair of an **outdoor leak**. I certify I am the owner/property manager of the property located at this address.

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