

LAVALETTE PUBLIC SERVICE DISTRICT
REQUEST FOR LEAK ADJUSTMENT
(According to PSC Rule 4.4.3)

Date: _____

Customer Name: _____

Address: _____

Account #: _____

To The Office Manager:

On _____ I discovered I had an unknown water leak on my service line at the following location: _____
(LEAKING COMMODES, DRIPPING FAUCETS, LEAKING APPLIANCES AND SIMILAR SITUATIONS SHALL NOT CONSTITUTE LEAKS WHICH ENTITLE THE CUSTOMER TO A RECALCULATED WATER BILLS).

This leak was repaired on _____. I am requesting the Lavalette Public Service District to give me a leak adjustment on my bill according to West Virginia Public Service Commission Rule No. 4.4.3 (Leaks on the Customer's side of the meter).

I also understand it is the policy of the District to adjust bills for a leak no more than two (2) time in any twelve (12) month period.

Customer Signature _____ Date _____

LPSD FORM #013098

*****OFFICE USE ONLY*****

Date Adjusted _____

Sewer Rep. Contacted _____

Time Adjusted _____

Date _____

Adjusted By: _____

Time _____

Transaction # _____

Amount Adjusted \$ _____

