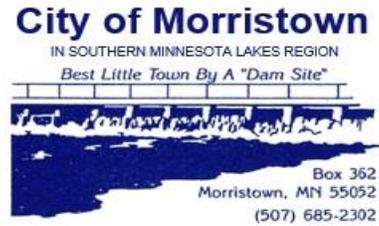


# City of *Morristown*



PO Box 362 • 402 Division St S • Morristown, MN 55052 • Office (507)685-2302

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## Water & Sewer Leak Adjustment Request Form

Residents may use this form to request that the City consider an adjustment to a Water/Sewer bill due to high usage as a result of a leak. Please note, there is no obligation for the city to adjust an account when the water has been metered properly and the leakage occurs on the property owner's side of the water meter. However, any request for an adjustment will be considered using the criteria outlined in the Water and Sewer Leak Credit Policy.

*Please provide the following information:*

Property Owner Name: \_\_\_\_\_

Address where leak occurred: \_\_\_\_\_

Date leak discovered: \_\_\_\_\_

Date leak repaired: \_\_\_\_\_

Detailed description of situation (what caused the leak, how discovered, actions taken to repair/correct situation, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide evidence of leak repair to support the condition that the repair is a quality job of permanent nature, such as a plumber's bill; letter from a plumber or repair company; list of materials used with receipts for self-repair.

Property Owner Signature: \_\_\_\_\_

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

*Adopted 11/7/2022*