

# Request for Partial Leak Adjustment

City of Schertz, 1400 Schertz Parkway, Schertz, Texas 78154 (210) 619-1100 [www.schertz.com](http://www.schertz.com)

Name:	Date:
Service Address:	
Phone #:	Location of Leak: ___ Inside
Account #:	___ Outside
Date of Repair:	Receipt Attached:

Describe Situation or Repairs Made:

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Please read and acknowledge each item below by checking the box and signing:

- \_\_\_ Adjustments for unexplained high consumption will be considered when consumption exceeds 6,000 gallons of historical usage.
- \_\_\_ Adjustments will be processed after evidence of repair is reflected by reduced consumption in the following billing period.
- \_\_\_ The customer will be required to pay an amount equal to the most recent undisputed billed amount by the due date, pending the adjustment calculation.
- \_\_\_ Adjustment calculation will consider customer average consumption for the same time period for the prior year (or other relevant time period if that data doesn't exist). Consumption in excess of the average will be billed at the lowest block rate on the applicable fee schedule.
- \_\_\_ Only one abatement will be granted in a calendar year.
- \_\_\_ Adjustments under \$25.00 will not be processed.

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

\*We also reserve the right to make adjustments based on your historic usage.

\*Please have copy of repair bill or receipts from purchase of items to repair leak attached.

Office Use: Approved  Denied  \_\_\_\_\_