



Water Leak Adjustment Request

Important

- The water leak adjustment request and documentation of repairs **must be received within ninety (90) days of the due date listed on the customer's utility bill for the period in which the leak occurred.**
- **Submission of a water leak adjustment request does not guarantee an adjustment** will be made to the account.
- **You must submit proof of repair** (such as plumber's bill, receipt for parts, etc.) for the adjustment request to be processed.
- If proof of repair cannot be provided, water consumption must have returned to normal use the following month, and a written statement detailing the steps taken as proof of investigation must be provided and attested to by the account holder or agent.
- **Adjustments are limited to two consecutive months and a maximum of three adjustments per property and same account holder.**
- **Adjustments may not be approved for seasonal** usage such as gardening, filling swimming pools, or washing vehicles; **or for situations such as theft, vandalism or negligence.**

Today's Date _____

Account Information

Customer Number _____

Account Number _____

Customer Name (as listed on account) _____

Service Address _____



Contact Information

Contact Name (if different from Customer Name) _____

Email Address _____

Phone Number _____

Relationship to account:

Owner _____

Tenant _____

Property Manager _____

Phone Number _____

Email Address _____

Address _____

Property Manager _____

Water Leak Information

Date Leak Detected _____

Date Leak Repaired _____

Explain the location of the leak and what repairs were made.

Attach repair documentation:

Repair documentation attached _____



**City of Boulder
Utilities**

Acknowledgement

By signing below, you signify that you are the authorized Customer for the above listed service address, hereby apply for a billing adjustment under City of Boulder Water Leak Adjustment Program, and confirm that the above and any attached information is true and accurate.

I, the undersigned, declare under penalty of perjury and any other applicable State or Federal Laws, that all information provided on this form and any submitted attachments is to the best of my knowledge true, accurate and complete.

Certification _____

Applicant Name _____ Date Signed _____

Submittal Instructions

Mail this form to City of Boulder Utility Billing, PO Box 791, Boulder CO 80302 or place in the utility billing drop box located on the west side of the Penfield Tate II Memorial Building at 1777 Broadway.