



# WASHINGTON WATER SERVICE COMPANY

## Request For Water Leak Adjustment

Please complete this application in full and return it to Washington Water Service Company along with a receipt showing that you have had your leak repaired. Receipt(s) must accompany your request form to be processed. Your request for a Water Leak Adjustment can be mailed to: P.O. Box 336, Gig Harbor, WA 98335, faxed to: (253) 857-4001 or emailed to: [customerservice@wawater.com](mailto:customerservice@wawater.com). You can also drop it off at one of our local offices nearest you. Our offices are located at:

**Toll Free Number: (877) 408-4060**  
**Gig Harbor Office** - 14519 Peacock Hill Ave. NW Gig Harbor, WA 98332  
**Olympia Office** - 6800 Meridian Rd. SE Olympia, WA 98513  
**Rosario Office** – 107 Firehouse LN Eastsound, WA 98245

### Customer Information:

1. Name on Account: \_\_\_\_\_
2. Account Number: \_\_\_\_\_ Contact Telephone Number (\_\_\_\_) \_\_\_\_\_
3. Email Address: \_\_\_\_\_
4. Service Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Leak Repair Information:

6. Date Leak Discovered: \_\_\_\_\_ Date Leak Repaired: \_\_\_\_\_
7. Description of Leak: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **Please Note:**

It is the company's practice to consider an adjustment to a customer's account when a leak has occurred on the customer's property. After you submit a bill from a plumber or other evidence (receipts) that the leak has been repaired, Washington Water will calculate the amount of the credit adjustment as listed below and the credit will be placed on your account:

- The credit will be for one month's usage only.
- Consumption for the current month will be compared with consumption from the same period, prior year and the difference will be adjusted. If no prior consumption history is available then the company average bill\consumption per household will be used as the prior year usage.
- The utility will calculate adjustment value at 50% of usage times usage rates in Schedule 2.
- The leak adjustment is only available to a customer once every twenty-four calendar months (2 years).

I have read, understand and agree to the leak adjustment guidelines:

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature