



Adjustment Request Form

CUSTOMER NAME: _____ ACCOUNT NUMBER: _____ - _____

SERVICE ADDRESS: _____

TELEPHONE NUMBER: (____) ____ - _____ EMAIL: _____

TYPE OF LEAK: (PLEASE CHECK ONE) DATE OF REPAIR: ____/____/____

____ PIPE ____ TOILET

____ POOL REPAIR ONLY (New pool & resurfacing for other than a leak repair **is not eligible**)

____ IRRIGATION (new sod is not eligible)

____ OTHER (please include in description)

Describe details of water leak, including location, duration, and repairs done. **Include proof of repairs such as itemized invoice from a plumber, itemized receipt of repair parts, or other documentary evidence of any repairs.** (The more information provided increases chance of adjustment approval.):

By signing below, I confirm that the above information and any attached documentation is true and accurate.

I am the owner/authorized agent for the property listed above. I am aware that there is a maximum of **1** adjustment per calendar year and I am requesting to use my adjustment for the purpose selected above. I am aware that I am responsible for any unpaid balance on my account and that submittal of this form does not prevent my account from further action or fees related to a late payment, delinquency processing fee, shut off water fee, etc. I also acknowledge that the **City of Punta Gorda** is not responsible for monitoring customer usage, notifying customers of leaks, locating leaks or repairing leaks on the customer side of the meter. I acknowledge that the leak adjustment requested may reduce my rate to the lowest tier, but will not remove all charges from my account. I have read this document in its entirety and acknowledge this by my signature below.

Owner/Authorized Agent Signature

Date

For official Use Only

Date adjustment Complete _____

By _____
Customer Service Representative