



Water and Wastewater Adjustment Request Form

Request Date:	Account Number:
Name on Account:	Email Address:
Service Address:	Phone Number:
Nature of Adjustment Request:	Date leak was noticed:
	Date repaired:
Reason for Request for Adjustment:	
<p>Have you attached repair receipts? (This is required for any adjustment consideration)</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Have </p>	
Types of Adjustments X APPLICABLE AREA	
Frozen or burst pipes due to heating appliance failure	
Frozen or burst pipes due to residence not occupied	
Faulty or ruptured hot water heater	
Leak caused by vandalism	
Other major leak – out of customer control	
Major leak where considerable work and time needed for repair	
Other: (explain)	
Explain other details of pertaining to your Request:	
Administration only:	
<p>_____</p> <p>Manager of Underground Services</p> <p>_____</p> <p>Director of Engineering and Infrastructure</p>	<p>_____</p> <p>Operations Support</p> <p>Notice to Customer:</p> <p>Date: _____</p> <p>By: _____</p> <p>Copy to account:</p>