



City of Sweet Home
 1140 12th Avenue
 Sweet Home, OR 97386
 541-367-5128
 Fax 541-367-5113
 www.ci.sweet-home.or.us

Leak Adjustment Reimbursement Request Form

Submittal Date: _____

Applicant Information:

Account Holder Name(s): _____ Account # _____

Mailing Address: _____

Daytime Phone: _____ Email: _____

Service Address with leak: _____

Date Leak Started: _____

Date Leak Discovered: _____ Date of Repair: _____

Description of leak repair: _____

Applicant Affidavit

- Applicant owns and/or is the authorized account holder of the subject property listed above and is requesting consideration for a leak adjustment according to current City of Sweet Home policy.
- Applicant is requesting consideration for leak adjustment due to an excess in water usage beyond their control due to water supply and/or plumbing fixture break, failure, and/or leak on customer (private) side of the water meter.
- Applicant understands and acknowledges a leak adjustment request MUST BE submitted within six (6) months problem occurred to ensure adjustment consideration.
- Applicant understands and acknowledges applications for leak adjustment beyond six (6) months of the problem occurring WILL NOT be considered.
- Applicant hereby acknowledges the leak(s) have been corrected satisfactorily and is no longer an issue.
- Applicant understands and acknowledges leak adjustment is subject to review by City Staff and is NOT guaranteed. Applicant also understands they may challenge City result per established written procedure.
- Applicant affirms that the information set forth in this Leak Adjustment Reimbursement Request Form is true and accurate.

- Attach:** Copy of plumber's invoice or, parts receipt, plumbing permit, etc. if any
 I am the owner/owners authorized agent and have completed the repair myself legally and without additional cost. (parts were on hand).

Applicant Name and Signature: _____ Date: _____

For City Sweet Home Use Only:

Date Received: _____

Applied to Account (Date): _____ Letter sent (Date) _____