



Application for Water Leak Adjustment

INSTRUCTIONS: If you had a water leak repaired that was located between the meter and the building, you may be eligible for a billing adjustment. Please complete the form below, attaching additional sheets as needed.

Type or print legibly in ink. Return to our office or billing address at the bottom of this form. Call (270) 259-4034 utility billing department if you have any questions.

1. Date Leak Was Repaired: _____
2. Applicant's Name (Print) _____
3. Applicant's Address: _____
4. Address where leak occurred (if different from above): _____
5. Home Phone: _____ 5a. Work Phone: _____

Submit a copy of the detailed bill from the plumber with explanation of work performed or any receipts for parts and/or items purchased to repair the leak yourself with details of repairs completed. **APPLICATIONS WITHOUT DOCUMENTATION WILL NOT BE CONSIDERED.** The application and documentation submitted will be evaluated.

TOILET LEAKS DO NOT QUALIFY FOR ADJUSTMENTS!!!!
THE LEAK ADJUSTMENT PROCESS WILL NOT REDUCE YOUR BILL TO YOUR NORMAL BILL!!!!

The information provided is true and complete to the best of applicant's knowledge and belief:

Signature of Applicant: _____ Date: _____

RETURN THIS FORM TO: Leitchfield Utilities
Utilities Billing
515 S Main Street
Leitchfield, KY 42754

EXPLANATION (Must be filled out where leak was at and repaired)
