



Water Leak Credit Request



Per Roberts Creek Water District Water Service Ordinance #2000-3-1, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

However, to provide assistance and promote goodwill, the District may consider crediting a water utility customer's account per policy noted in Ordinance #2000-3-1 (rental tenants not eligible for credit). For credit consideration, the water customer account holder **must complete Section 1 below**:

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name:	Service Address:	
Daytime Phone:	Service Number:	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired:	<input type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair:		
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.		
Customer Signature _____		Date _____

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:	Meter Read Date to use for Water Leak Credit Evaluation:	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history) : _____		
Estimated normal billing during leak period: _____ Leak month billing: _____		
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): _____ (_____)		
<small>(NOTE: if estimating average billing, attach calculation documentation)</small>		
Estimated charges in connection with the leak of the leak billing period(s) divided by 2= _____		
Calculated water leak credit amount: - - - - - _____		
Reviewer's Initials: _____	Approver's Initials: _____	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied If Leak Credit Granted: Date Applied: _____ Initials: _____