

**PUBLIC WATER SUPPLY DISTRICT NO. 6 OF CLAY COUNTY
PO BOX 227
1061 COUCHMAN DRIVE
KEARNEY, MO 64060-0227
(816) 628-3220 OFFICE ▪ (816) 628-3229 FAX**

WATER LEAK ADJUSTMENT REQUEST/AGREEMENT

Date: _____

Name: _____

Address: _____

Phone: _____

Account #: _____

I, _____, do hereby understand that by requesting a Leak Adjustment for this incident, that upon approval, I am not eligible for another adjustment for five (5) years from this date at the address listed above.

I understand that adjustments will only be considered on leaks that are promptly repaired and I am providing verification of the repair (receipts, etc.) that has been made.

I understand that leaks over the amount of two hundred and fifty dollars (\$250.00) will be submitted to the Board of Directors at the next regular Board Meeting for consideration of approval. Those less than two hundred fifty dollars (\$250.00) will be considered by the Water District Manager or Office Manager/Clerk.

By signing below, I am stating that my leak has been repaired and I will not be eligible for another adjustment at this location for five (5) years.

Signature: _____

Signature: _____

Office Note: Adjustment Amount = _____

Approved by: _____ Date: _____

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**CLAY COUNTY PWSD#6
LEAK ADJUSTMENT POLICY**

Any leak on the customer's water installation is the customer's responsibility. Should the customer discover a leak, or be informed of a leak by District Staff, leak adjustments may be given provided the customer submits a request in writing and can provide documentation the leak has been repaired. Request for leak adjustment will only be considered for current billing periods not to exceed two months.

Eligibility for a Leak Adjustment will be once every five (5) years from the date of approval from any previous adjustment. Leak adjustment eligibility will be every five (5) years per property owner, not tenant, in the circumstance of rental property.

Leak adjustments may be granted by the management staff on bill of two hundred fifty (\$250.00) or less. Bills exceeding two hundred fifty dollars (\$250.00) require specific approval by the Board of Directors.

On approved adjustments, the District shall deduct fifty percent (50%) of water usage not including minimum charge, taxes or other fees on adjusted bill.

The owner(s) must sign a Leak Adjustment Request/Agreement stating they are in full understanding of the terms and conditions of said adjustment.