



CITY OF MONROE  
REQUEST FOR ADJUSTMENT  
DUE TO HIGH CONSUMPTION FROM LEAK

TO: Finance Manager  
City of Monroe (360) 794-7400

PRINT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_

As a result of a water leak, I received a water and sewer bill substantially higher than my normal consumption for the billing period \_\_\_\_\_ to \_\_\_\_\_ (policy limit is one billing period). I am requesting my bill to be adjusted. Attached is a copy of my invoice/receipt from a plumber or hardware store documenting the break in the water line has been repaired. The leak was repaired on \_\_\_\_\_. Future billings should reflect actual consumption. The Public Works Department will perform an inspection for the repair.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For City Use Only</i>			
Meter Size?	In City/Out City?	Number of Units?	
High Consumption	Average Usage	A-B @ 50% Water A-B @ 100% Sewer	Adjustment
Water			\$ _____
Sewer			\$ _____
Water Utility Tax @ 7.5%			\$ _____
Total Adjustment			\$ _____
Your request has been _____ approved.			
_____ denied.			
If denied, reason for denial: _____			
Finance Manager's Signature: _____			