



**UTILITY BILLING DEPARTMENT**  
**Phone (813) 659-4222 Fax (813) 659-4236**  
**LEAK REQUEST FORM**

**CUSTOMER NUMBER**

**ACCOUNT NUMBER**

**SERVICE ADDRESS**

**EMAIL ADDRESS**

**PHONE**

**REQUIREMENTS FOR ADJUSTMENT CONSIDERATION**

- Leak Adjustment Form is submitted to Customer Service for review
- You must attach a copy of the documented repair invoice or bill for parts. Request cannot be processed until verification of repair is provided.
- Customer Service confirms leak has been fixed by sending out a Field Representative to the property location
  - If the meter indicates that a leak is still present, Customer Service will notify Customer
- Account is reviewed for possible credit
  - Customer is responsible for the average consumption
  - A leak adjustment will be considered for consumption of 5,000+ gallons over the average consumption
  - The City will consider a 50% adjustment for leaks inside the house for water and sewer if billed
  - The City will consider a 100% adjustment on sewer and 50% for water leaks reported on an irrigation meter
- Leak request shall be submitted for review before due date of the utility bill that reflects the consumption

**TYPE OF LEAKS**

- Leaky toilets
- Leaky faucets
- Water line breaks
- Irrigation leaks

**WATER CONSUMPTION THAT DOES NOT QUALIFY FOR AN ADJUSTMENT**

- Water used to irrigate landscaping
- Running water hose
- Pressure cleaning
- Undetermined use of water

**QUESTIONS TO ANSWER**

1. Date leak was repaired
2. Location of leak
3. Describe the nature of the leak

**CUSTOMER SIGNATURE**

**DATE**

**CUSTOMER SERVICE**

**DATE**

[Click Here To Submit Request](#)