



Request For Billing Adjustment Form

Gaston Water Department
 P.O Box 129
 Gaston, OR 97119
 (503) 985-3340
www.cityofgaston.com



The City of Gaston Water Department may issue a partial adjustment for water leaks that are repaired by customers in a timely manner. A leak should be repaired within 10 days of discovery or notification. Adjustments issued are based on your average usage for the same period in the previous year. This average is deducted from the total consumption used during the time of the leak and an adjustment of 50% of the total calculated loss will be credited to your water account. Water customers are only eligible to receive a billing adjustment once per twelve month period. A second request for a leak adjustment within a twelve month period must be presented to the Gaston City Council. Customer account needs to be current, and in good standing. Billing credit will not exceed \$1,000.00.

Leaks related to water features such as fountains, ponds, swimming pools, hot tubs, irrigation systems, or leaks resulting from a willful or negligent act on the part of the customer and/or property owner will not be considered.

Customer Name:

Account Number:

Phone Number:

Email Address:

Work Number:

Service Address:

Date Leak Was Discovered:

Date Leak Was Repaired:

Who Repaired The Leak?

Description And Location Of Leak:

Explanation Of How Leak Was Repaired:

Please verify all items listed below are included with your application. Applications missing documents will be returned and denied without review.

- All leak repairs have been completed. (Required)
- I've attached all required repair invoices and receipts. If no receipt, please provide a letter (Required)
- I've attached a copy of the water bill where I had high consumption that I would like reviewed (Required)
- I have not applied for a leak adjustment within the past 12 months (Required)

My signature certifies that I meet all of the above requirements, have provided all required documentation, and declare that all of the above information is true and complete to the best of my knowledge. I understand that if a leak adjustment is granted based on erroneous information, the City reserves the right to reverse such adjustments.

Signature:

Date:

Staff Use Only	
Date	
Credit applied:	
Issued by:	