

Request for Water Leak Credit/Application

Please Return Request Form to: Finance Department, 187 SE Court St., Dallas, Oregon 97338
Phone: 503.831.3508 Fax: 503.831.1485 www.dallasor.gov



Requests for credit for may be considered with proof of a valid repair. Water usage due to leak (or other circumstance) must be exceptional. A maximum credit of 50% of the excess usage based on an annual average comparison can be granted. A leak credit will not be considered for exceptional usage for more than a 60-day period (two billing cycles). Any credit approved will be applied directly to the related water account.

Name: _____

Account Number: _____ Property Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: _____

Describe the circumstances that led to the excessive water usage:

- Broken water pipe Faulty sprinkler system Water left running Vandalism

Other, please describe: _____

Comments: _____

Repair:

- Attach documentation showing valid repair, e.g. receipt(s) or invoices from vendors, etc.

Date of repair completion: _____

Please describe the nature of the repair: _____

This form does not guarantee a credit on your water account. The Finance Director makes the determination of credit eligibility, and upon that determination a maximum credit of 50% of the excess usage based on annual average comparison can be granted. Only one credit per water account may be issued annually, and if the repair was inadequate, or another leak appears, additional credit(s) will not be considered. Also, if the application was approved prior to completion of the billing cycle that would have included the excess water usage, a second credit will not be allowed. Please make sure that the repair is complete and that all excess water use has been billed prior to submission of your application for credit.

No Credit will be given for excess usage due to circumstances such as carelessness, vacant property or private retaliation, etc. In addition, no credit will be given for non-domestic usage.

APPLICANT'S SIGNATURE _____ DATE: _____

STAFF USE ONLY	<input type="checkbox"/> Historical usage reviewed _____ / _____ (date/initials)	<input type="checkbox"/> Denied _____ (reason)
	<input type="checkbox"/> Credit Approved _____ units \$ _____	<input type="checkbox"/> Credit posted to Acct. _____ / _____ (date/initials)