



City of Vernonia  
1001 Bridge Street, Vernonia, Oregon 97064  
Phone 503-429-5291 Fax 503-429-4232

## **Request for Adjustment Due to a Leak**

The City of Vernonia has a policy of issuing partial credits for leaks that are repaired in a timely manner. Credits are based on your average over the four months immediately preceding the leak. This average is deducted from the total consumption used during the billing period in which the leak occurred. The excess usage is charged as follows, based on how quickly the leak is repaired.

If repair is made within 1-10 days of the date billed - 50% of the excess usage will be credited back to customer's account.  
If repair is made within 11-20 days of the date billed - 35% of the excess usage will be credited back to customer's account  
If repair is made within 21-31 days of the date billed - 25% of the excess usage will be credited back to customer's account

**Customer Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Date leak found:** \_\_\_\_\_ **Date Leak Repaired:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Service Location:** \_\_\_\_\_

**Please describe the specific circumstances of your request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **DOCUMENTATION**

**YOU MUST SUBMIT COPIES OF PLUMBER'S BILLS AND/OR RECEIPTS FOR PARTS REQUIRED TO FIX THE LEAK.**

For Office Use Only

Previous Usage: _____ = _____ ÷ 4 = _____ (Average)
Amount Billed _____ - _____ (Avg) = _____ (Excess Usage)
Excess Usage _____ x _____ % = _____ Adjustable Gallons
Adjustable Gallons _____ x <b>\$ 3.00</b> (for every 1000 gallons over base rate) = _____ (Credit Amount)

