



Leak Adjustment Form

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

In the event of unusual usage, which can be attributed to leakage on the user's side of the water meter set, the Town will consider a customer's request for a leak adjustment. The adjustment will reflect the incremental cost of producing water and/or treating swage as determined by the Public Works staff. [See attached information](#) for complete details.

Customer's name: _____

Street address of the leak: _____

Date leak was detected: _____ **Date corrected action taken:** _____

Customer's mailing address: _____

City State Zip

Telephone: _____ **Email:** _____

Landlord's name: _____

Landlord's mailing address: _____

City State Zip

Telephone: _____ **Email:** _____

Description of leak. (Include physical location related to water meter and structures, how leak was detected, is there surface water, billing amount, etc.; and has similar events occurred)

Description of corrected action. (Include actions taken to correct all leaks, contractors name, causes, if any for delays, etc. Attach receipts, drawings etc.)



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I hereby affirm that all the above information is true and accurate to be the best of my knowledge.

Date: _____

Signature: _____

Print Name: _____

For Office Use:

Recommend Approval
Staff Comments:

Adjustment Amount
Date Received