

The City of Yukon  
Utility Billing Department  
PO Box 850500 ♦ 500 W Main ♦ Yukon, OK 73085  
405-354-1895 ♦ Fax 405-350-8909 ♦ [customerservice@cityofyukonok.gov](mailto:customerservice@cityofyukonok.gov)

**Request for Adjustment to Water & Sewer Bill Due to Water Leak  
(Plumber's Receipt Attached)**

*Two forms of identification are required; at least one must be a photo I.D.*

Date \_\_\_\_\_ Account # \_\_\_\_\_ Outstanding Balance \$ \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Billing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Nearest relative name & number \_\_\_\_\_

Customer states that water service was received at the address described above and that increased usage occurred due to a water leak. Customer requests an adjustment to their water and sewer bill for the month in which the leak occurred. In order to qualify for an adjustment, customer certifies that:

1. A water leak occurred in the piping, connections and other property belonging to the customer.
2. The leak was repaired.
3. Documentation of the leak repair must be submitted along with this request. The City of Yukon requires a copy of a dated plumber's invoice describing the leak repaired.
4. The City of Yukon may request an inspection of the repairs and the premises.
5. No adjustments shall be made until the following or a subsequent water and sewer bill is received by the customer, which indicates water consumption returned to normal levels.
6. Adjustment requests must be submitted to Utility Billing no later than 90 days from the date the leak occurred.
7. Leak adjustments shall be applied to one month's billing of water and sewer usage only.
8. Customer agrees to keep monthly water, sewer and garbage bills current until leak adjustment is approved.
9. Customer agrees to make a payment for the month of service during which the leak occurred. Such payment will be determined with staff and considered sufficient for that month's service until the final leak adjustment is approved. Should the approved adjustment be greater than the amount paid, the customer's account will receive a credit for the excess amount. Should the approved adjustment be less than the amount, the customer agrees to pay the remaining balance upon approval of the leak adjustment.
10. Utility Billing staff will contact customer with results of this request and the amount of the approved adjustment.

I have read and fully understand the terms of this agreement.

\_\_\_\_\_  
Customer Signature