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## REQUEST FOR LEAK ADJUSTMENT TO WATER & SEWER BILL

*Two forms of identification are required at least one must be a photo ID*

**This form is used when a licensed plumber makes a leak repair and the customer wishes to apply for an adjustment to their bill. Attach a copy of plumber's receipt to this form.**

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

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

Billing Address, if different \_\_\_\_\_

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

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. Customer certifies that a water leak occurred in the plumbing, connections and/or other property belonging to the customer. The leak was repaired within 90 days.

1. No adjustment to your account will be made until the billing cycle following the repair date is completed and your water consumption has returned to normal.
2. This form must be completed and submitted to the City of Yukon Utility Billing Dept no later than 90 days from the date the leak occurred.
3. Leak adjustments will be applied to only one monthly bill, which is usually the highest bill received during the time the leak occurred.
4. The customer should keep their monthly bills current until the adjustment is made. If necessary, customers may contact Utility Billing for an interim payment plan.
5. The customer will be notified in writing when the adjustment is made. At that time, any outstanding account balance will be due. If the adjustment results in a credit balance, future bills will be subtracted from the credit balance. No refund checks will be issued.

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

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

\_\_\_\_\_  
Date

Utility Account Number \_\_\_\_\_