



UTILITY BILLING

### NOTARIZED STATEMENT FOR LEAK REPAIR

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

**This form is required when a customer, or someone other than a plumber, makes a leak repair and the customer wishes to apply for an adjustment to their bill.**

- 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. as soon as possible and no later than 90 days from the date the leak occurred. Actual repairs are necessary; the problem area should not simply be turned off.
- 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.

The leak was located \_\_\_\_\_

Describe the repair \_\_\_\_\_

Name on utility account \_\_\_\_\_

Service Address \_\_\_\_\_

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

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

*I certify that a leak in my plumbing occurred and that it has been repaired.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Stamp or Seal

Notary Public \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

Signed before me \_\_\_\_\_

Office Use Only:  
Utility Account Number \_\_\_\_\_

My commission expires \_\_\_\_\_