



APPLICATION FOR UTILITIES ACCOUNT ADJUSTMENT POLICY NO. 6.13

Account Number:	Daytime Phone Number: Email Address:
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I am the owner/occupier/agent of: _____
Civic Address

Name: _____

Date leak was discovered: _____

Date leak was repaired: _____

Repairs done by: _____

Repair/parts receipts enclosed: Yes No If No, state reason: _____

State nature of leak and repair work done:

POLICY

- The Director of Finance may adjust the current billing period utility invoice upon confirmation that the water leak has been repaired.
- The water leak must be repaired by the property owner within 30 days of receiving written notification from the City or receipt of a utility invoice to be eligible for an adjustment.
- Receipts must be submitted or a written explanation of the repairs completed.
- **Only one full adjustment per account will be done every five years.**
- **Partial adjustments will be allowed for subsequent leaks within the five years.**
- Any adjustments will be calculated in accordance with City Policy No. 6.13.
- Any account credit that arises from the adjustment will be applied towards the next billing period invoice.
- **There will be an administration charge of \$60.00 to cover staff and equipment costs.**

Dated at Parksville, BC	Signed: _____
	Date: _____

The personal information on this form is collected under the authority of the Local Government Act and will be used for the purpose of an operating program of the municipality. If you have any questions about the use and collection of this information, contact the Corporate Officer at 954-3068.