



Customer Service Center
500 N Pearl Street, Centralia, WA 98531
Phone: (360) 330-7657 Fax: (360) 330-7593
Email: CSC@cityofcentralia.com

REQUEST FOR WATER LEAK ADJUSTMENT

Please deliver, mail, fax, or email this completed form to the above address, fax number, or email address.

CUSTOMER NAME: _____ ACCOUNT #: _____

SERVICE ADDRESS OF LEAK: _____ PHONE: _____

APPROX. DATE LEAK FIRST NOTICED: _____ DATE LEAK REPAIRED: _____

EXACT LOCATION OF LEAK: _____

LEAK REPAIRED BY: _____

I hereby notify the City of Centralia Customer Service Center that a water leak at the above address has been repaired. I request a billing adjustment to be made to my utility account per City Policy. I understand that by signing this form, it does not guarantee a billing adjustment will be made to my utility account.

THIRD LEAK ADJUSTMENT REQUEST NOTIFICATION: Customer also acknowledges by signing that if this request is for a third leak adjustment at this service address, it may not be granted until customer's plumbing has been replaced.

Customer Signature: _____ **Date:** _____

THIS SECTION TO BE COMPLETED BY CITY OF CENTRALIA STAFF

CUSTOMER SERVICE CENTER:

PREVIOUS ADJUSTMENTS: 1ST DATE: _____ AMOUNT: _____ 2ND DATE: _____ AMOUNT: _____

MONTH(S) ADJUSTED: _____ AMOUNT: _____

☐ INSIDE CITY LIMITS ☐ OUTSIDE CITY LIMITS ☐ RESIDENTIAL ☐ MULTI-FAMILY ☐ COMMERCIAL

CSC STAFF COMMENTS: _____

CSC STAFF SIGNATURE: _____ DATE: _____

WATER DEPARTMENT:

THIS LEAK ADJUSTMENT REQUEST REVIEWED/VERIFIED BY: _____ DATE: _____

ADJUSTMENT AUTHORIZED? ☐ YES ☐ NO NUMBER OF MONTHS AUTHORIZED: _____

COMMENTS: _____

WATER DEPARTMENT STAFF SIGNATURE: _____

Confidentiality Note: This document contains information belonging to the City of Centralia, which is confidential and/or legally privileged. This information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this in error, please immediately notify us by telephone to arrange for return of the document to us.