



www.ci.bonney-lake.wa.us/utilities

City of Bonney Lake – Utility Billing Department  
P.O. Box 7380 – 9002 Main Street East, Ste 250  
Bonney Lake, WA 98391  
Phone: (253) 447-4317 Fax: (253) 447-3181  
Email: utilities@ci.bonney-lake.wa.us

DATE RECEIVED: \_\_\_\_\_

### REQUEST FOR WATER LEAK ADJUSTMENT

<b>Customer Information</b>
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Name on Account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Contact Phone No#: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

<b>Leak Repair Information</b>
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Date Leak Discovered: \_\_\_\_\_ Date Leak Repaired: \_\_\_\_\_

Description of Leak: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** Completion of this form does not guarantee an adjustment will be made to your water bill. All adjustments are issued based on your average usage for previous account history and are credited at a *reduced rate* for **water loss only**. Once the review is complete, you will receive notification of results from the Utility Billing Office. This process may take approximately 60-90 days depending upon the date your leak was repaired and the next scheduled meter reading cycle, which are done bi-monthly.

Please return this completed form to the Utility Billing Department. **Copies of receipts for any materials or services related to the repair must be attached and are required to be granted a leak adjustment.**

Additional information on utility adjustments is available to view at [www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us) in the Bonney Lake Municipal Code [Chapter 13.04.100\(G\)](#).

**I have read, understood and agree with the leak adjustment guidelines.**

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature