

REQUEST FOR ADJUSTMENT

Adjustments can be made on sewer and water and charges if the following requirements are met:

- 1) Leak must be verified by Utility Superintendent, Daniel Davis, or someone appointed by Mr. Davis.
- 2) Proof (i.e., statement from Plumber or bill from Plumber) that the leak has been repaired.
Request made without this information be automatically denied.
- 3) Complete the "Request for Adjustment."

Name on Utility Account: _____

Service Address: _____ Account # _____

Adjustment Request: (Please check one or all that apply) _____ Water _____ Sewer

Date of bill which adjustment is required: _____

Date were you first notified of this problem? _____

Where did the leak occur? (i.e. broken pipe, running toilet, water-heater problem. Please be specific)

** If needed, please continue on another piece of paper and attach to this form.

Name of Plumber: _____

When you have completed this form and provided all requested information, please return, either by:

Mailing to:

Town of Beech Mountain

Attention: Mary Riley

403 Beech Mountain Parkway

Beech Mountain, North Carolina 28604;

E-Mail to: utility@townofbeechmountain.com;

or, Facsimile to: (828) 387-4862

Requests for adjustments will be review on the 4th, 8th, 2th and 30th of each month. Upon approval you will be notified of changes to your account balance within three (3) days.

Office Use Only:

DO NOT WRITE IN THIS SPACE

Leak Verified by: _____ Date Verified: _____

Did customer provide requested information: _____ YES _____ NO

Adjustment for Sewer: _____ YES _____ NO, Reason _____

Adjustment for Water: _____ YES _____ NO, Reason _____