

# REQUEST FOR ADJUSTMENT



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

- 1). Leak must be verified by Public Utilities 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 will be automatically denied.
- 3). Complete and submit the "Request for Adjustment" form.

Name on Utility Account: \_\_\_\_\_

Service Address: \_\_\_\_\_ Account #: \_\_\_\_\_

Adjustment Requested: (Please check one or all that apply) \_\_\_\_\_ Water \_\_\_\_\_ Sewer

Date of bill which adjustment is requested: \_\_\_\_\_

Date that you were notified of this problem: \_\_\_\_\_

Where/how Did the Leak Occur? (i.e. Broken pipe, running toilet, water-heater problem. Please be specific.)

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

\*\* If needed please attach additional documentation.

Name of plumber: \_\_\_\_\_

When you have completed this form and provided all requested information please return via:

Mail: Email: [rward@townofbeechmountain.com](mailto:rward@townofbeechmountain.com)

Town of Beech Mountain Fax: 828-387-4862

Attn: Rebecca Ward

403 Beech Mountain Parkway

Beech Mountain, NC 28604

\*\* Requests for adjustments will be reviewed on the 4th, 8th, 20th, and 30th of each month. Upon approval you will be notified of changes to your account balance within three (3) days. \*\*

DO NOT WRITE IN THIS SPACE: Office Use Only

Leak Verified By: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Did customer provide requested information? \_\_\_\_\_ YES \_\_\_\_\_ NO

Adjustment for Sewer? \_\_\_\_\_ YES \_\_\_\_\_ NO, Reason \_\_\_\_\_

Adjustment for Water? \_\_\_\_\_ YES \_\_\_\_\_ NO, Reason \_\_\_\_\_