



Town of Sidney

Utility Billing Leak Adjustment Application Form

(Date Received)
(Received By)

Requestor Information

Name	Date Leak Discovered
Site Address	Date of Repair
Cause of Problem	
Requestor's Signature	Telephone
Date	

Repair Invoices And/Or Photos Are Required
See Reverse For Additional Information

FOR OFFICE USE ONLY		
Account #	Mailing Address	
Time Checked		
Checked By	Leak Fixed <input type="checkbox"/>	Meter Still Running (Notify Owner) <input type="checkbox"/>
Approved By	Send Amended Bill <input type="checkbox"/>	Apply Credit <input type="checkbox"/>

Applying for a Leak Adjustment

- Property owners must provide at least one form of documentation of the leak repair. Examples are:
 - Repair Invoice
 - Parts Receipt
 - Pictures
- The leak adjustment form must be signed by the property owner or representative.
- After we receive this form, we will reread the meter to ensure the leak is fixed.
- If you have not paid the bill, we will send you an amended bill with an adjusted amount.
- If you have already paid the bill, then the leak adjustment will be a credit applied towards your next bill.
- Return this form and documentation to:

Town of Sidney
2440 Sidney Ave
Sidney BC V8L 1Y7
T 250-656-1184