

Water Meter Service – Leak Adjustment Request Form

Property owners can apply for a **one time** leak adjustment credit for excess water volume charges resulting from a leak which the owner or occupier could not reasonably prevent. Property owners that have previously received a credit are not eligible to receive further leak adjustment credit.

To be eligible for a leak adjustment **you must have repaired the leak within three weeks from the discovery of the leak, and provide proof of the leak repair (i.e. receipts and invoices for any materials or services related to the repair).**

If you wish to apply for a leak adjustment, please complete the form below and return it to the Engineering Department at City Hall or email it to engineering@delta.ca along with the proof of repair. For further information about the process, please visit Delta's website: <https://www.delta.ca/services/water-sewer-drainage>.

If your leak adjustment request is approved, either a credit will be applied to your next utility bill, or if it is approved early in the billing season, you may receive an amended bill in the mail. Credits less than \$50 will not be approved. Utility bills must be paid before the due date to avoid late penalties.

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|-------------------------|-------|------------|
| Name: | | |
| Property Address: | | |
| Utility Account Number: | | |
| Telephone Number: | Main: | Alternate: |
| Email: | | |

Description of leak, including timeline of events (dates):

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|---------------------------------|
| Date of Leak Discovery: |
| Location & Description of Leak: |

Location of Leak:

| | |
|---|--|
| <input type="checkbox"/> Outside Water Service <input type="checkbox"/> Water Line <input type="checkbox"/> Irrigation System | <input type="checkbox"/> Interior Water System <input type="checkbox"/> Taps/Toilets <input type="checkbox"/> Hot Water Tank |
| <input type="checkbox"/> Other (Specify): | |

Description of Repairs:

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| Date of Leak Repair: |
| Repair Description: |
| <p align="center">**Please attach proof of repair (plumbing invoices/receipts/photos etc.) with your completed form**</p> |

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|---|--|
| Property Owner Signature: | Date: |
| Office Use Only Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> | Approved by: _____ Date: _____ Method of notification to applicant: _____ By whom: _____ Date: _____ |
| Comments: | |

