

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 \$100 will not be processed. Utility bills must be paid before the due date to avoid late penalties.

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

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

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:

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

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

Personal information is collected by the City of Delta under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used to administer the Leak Adjustment Request form with the City of Delta, Engineering Department. Should you have any questions about the collection of this personal information please contact one of the following options:

City of Delta, Engineering Department
 Email address: engineering@delta.ca
 Phone: 604-946-3260
Mail or in-person: City of Delta
 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2

or contact the
City Clerk at:

Michelle Jansson, City Clerk/FOI Head
 Email address: CityClerk@delta.ca
 Phone: 604-946-3220
Mail or in-person: City of Delta
 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2