



Leak Adjustment Information Sheet

If you have recently had a leak that resulted in your water bill being higher than normal, please refer to the guidelines and instructions below to request a leak adjustment.

Leaks which qualify for an adjustment under this policy may occur anywhere on the customer's side of the water meter. However, the District offers 2 types of leak adjustments to customer accounts:

Full Leak Adjustment - Leaks that occurred in the service line between the meter and the home and were repaired, as required below.

4th Tier Adjustment - Leaks that occurred in an irrigation line, interior plumbing, sinks and toilets. Also available for service line leaks that have been repaired and are not eligible for a full leak adjustment.

1. A request for an adjustment must be submitted by completing the attached form and returning the original with receipts to the District.
2. To be eligible for an adjustment, the leak must be repaired within 30 days of the following events, **whichever occurs first**:
 - A. Actual discovery of the leak
 - B. Notification by District staff that a leak may exist
3. All applications for adjustments shall be made in writing to the District within **120 days** of the following events, **whichever occurs first**:
 - A. Actual discovery of the leak
 - B. Notification by District staff that a leak may exist
4. Adjustments may be considered for up to two consecutive billing periods or four months.
5. If a customer receives a late penalty after a request for leak adjustment is received by the District and prior to approval, the late fee will be waived provided the leak adjustment is approved and payment in full is received by the District prior to the next billing period.
6. A full leak adjustment may only be issued once every **fifteen** (15) years for a parcel of property. However, upon replacement of the complete service line, a full credit adjustment may be authorized, and the fifteen-year time period will be restarted. The fifteen-year time period will also be restarted upon sale of the property.
7. A 4th tier adjustment may only be issued once every **five** (5) years. The five-year time period will be restarted upon sale of the property.
8. If a customer has a service line leak and is not entitled to receive a full leak adjustment pursuant to District policies, the customer may still be eligible for a 4th tier adjustment.



CEDARRIVER
WATER & SEWER DISTRICT

Leak Adjustment Request Form

Customer Name: _____ Customer #: _____

Phone #: _____ Email Address: _____

Service Address: _____

Email Address: _____

Approximate Date Leak Noticed: _____ Date Leak repaired: _____

Leak Adjustment Request for: ☐ Sewer ☐ Water

How was the leak discovered:

Where was the leak located:

How was leak repaired:

What documentation is available as proof of repair:

☐ I (owner) certify that the leak was repaired within 30 days of leak discovery or District notification, whichever occurred first, and that this written leak adjustment request is submitted within 120 days after notice of the leak.

Owner Signature _____ **Date** _____

Submit copies of repair invoices/parts receipts, along with the completed Leak Adjustment Request Form to:

**Cedar River Water & Sewer District
18421 SE Petrovitsky Road
Renton, WA 98058
Phone: 425.255.6370 Fax: 425.228.4880
custsvc@crwsd.com**