



City of Bonney Lake – Utility Billing Dept.
P.O. Box 7380 – 19306 Bonney Lake Blvd.
Bonney Lake, WA 98391
Phone: (253) 447-4317 Fax: (253) 862-8538

DATE RECEIVED: _____

REQUEST FOR WATER LEAK ADJUSTMENT

Customer Information

Name on Account: _____

Account Number: _____ Contact Phone No#: _____

Service Address: _____

Mailing Address: _____

Leak Repair Information

Date Leak Discovered: _____ Date Leak Repaired: _____

Description of Leak: _____

PLEASE NOTE: Completion of this form does not guarantee an adjustment will be made to your water bill. All adjustments are issued based on your average usage for previous account history and are credited at a *reduced rate* for **water loss only**. Once the review is complete, you will receive notification of results from the Utility Billing Office. This process may take approximately 60-90 days depending upon the date your leak was repaired and the next scheduled meter reading cycle, which are done bi-monthly.

Please return this completed form to the Utility Billing Department. **Copies of receipts for any materials or services related to the repair must be attached and are required to be granted a leak adjustment.**

Additional information on utility adjustments is available to view at www.ci.bonney-lake.wa.us in the Bonney Lake Municipal Code [Chapter 13.04.100\(G\)](#).

I have read, understood and agree with the leak adjustment guidelines.

Date Submitted

Signature