



UTILITY BILLING  
Finance

# APPLICATION FOR LEAK ADJUSTMENT

NAME:		DATE:	TELEPHONE:
SITE ADDRESS:			NUMBER OF OCCUPANTS:
CAUSE OF PROBLEM:			
DATE REPAIRED:		LEAK WAS FIXED BY:	
OWNERS SIGNATURE:			

**Invoices and/or Receipts and/or Photos are required.**

See reverse for additional information



## THIS SECTION IS FOR OFFICE USE ONLY

BOOK:		SITE ADDRESS:			
ACCOUNT NUMBER:					
METER NUMBER:			NOW:		
LOCATION:			PREVIOUS:		
	TIME CHECKED:	LEAK FIXED	<input type="checkbox"/>	METER IS STILL RUNNING, NOTIFY OWNER <input type="checkbox"/>	
ADJUSTMENTS					
APPROVED BY		SEND AMENDED BILL:	<input type="checkbox"/>	APPLY CREDIT:	<input type="checkbox"/>

Effective Jan 01, 2009 leak adjustments will only apply to underground leaks in the water line between the meter and the serviced building.

Leak adjustments **do not** apply to:

Indoor fixtures – toilets, faucets

Washing machines

Hot water tanks

Sprinkler / Irrigation systems

Swimming pools

Decorative ponds / fountains

## Applying for a Leak Adjustment

Property owners **must** provide at least one form of documentation of the leak repair:

- invoices
- receipts
- pictures

The leak adjustment form must be signed by the property owner or representative.

The water leak must be fixed before applying for a leak adjustment,  
**please do not submit this form until leak has been fixed.**

Return this form by mail: Saanich Utility Billing  
770 Vernon Ave  
Victoria BC V8X 2W7

by fax: 250 475 5429  
by email: [utilitybilling@saanich.ca](mailto:utilitybilling@saanich.ca)

After we receive this form we will reread the meter to ensure leak is fixed.

If you haven't paid the bill yet we will send you an amended bill with an adjusted amount.

If you have already paid your bill then the leak adjustment will be a credit applied towards your next bill.

Saanich Utility Billing 250 475 5445