Tate Monroe Water Assn., Inc.

2599 SR 232 NEW RICHMOND, OHIO 45157 PHONE:
513-734-2236
FAX: 513-734-7950

REQUEST FOR ADJUSTMENT DUE TO WATER LEAK

Adjustments for water leaks may be granted **ONLY** if the following requirements are met:

1. The problem must be repaired and proof of repair is provided. No adjustments will be granted if problem is not fixed or if proof of repair is not provided.
2. Adjustments will only be granted for leaks that occur between the meter and the foundation of the house.
3. Adjustments are limited to the last meter reading. No adjustments will be granted for problems that were not fixed for longer periods.
4. Adjustments are based on a comparison of average usage of the account to the most recent usage.
5. Adjustment must be greater than $5.00.
6. Accounts are limited to 1 leak adjustment per 12 months.
7. This form must be received by Tate Monroe Water Association at least 3 business days before the due date.

Name: _____ Date Form Completed: _____

Service Address: _____

Date of Repair : _____ Phone Number: _____

Description of Repair *(If additional space is needed please attach to form)*: _____

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Customer Signature Date

Print Form

"This institution is an equal opportunity provider and employer."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."