



**Fairfield Municipal Utilities (FMU)
Request for Water Leak Adjustment
Reporting Period:**

Name on Account _____

Account Number _____

Contact Phone No. _____

Service Address _____

Email address: _____

Date Leak Discovered: _____ Date Leak Fixed: _____

Are you requesting an extension to push the excess balance payable until an adjustment is made? Yes/No

Describe below where the leak occurred and what was done to repair it. Copies of receipts and or invoices related to the repairs should be submitted with this form.

Note: Adjustments may take one to two billing cycles (1-2 months) to complete once this form is submitted. This is because our bills are retroactive and we have to wait for the first bill without the leakage to be generated. Be advised that NO adjustment or allowance will be made covering more than the billing period in which the same is requested. Not more than one adjustment or allowance shall be made to the same customer for the same premise in any twelve month period. In the meantime, if you cannot make full payment, we ask that you pay your normal bill amount and check the box above that you are requesting an extension to push out the remaining balance until the adjustment can be made. Please mail this form to Fairfield Municipal Utilities, 1000 Webster Street, Fairfield, CA 94533 or email it to FMU at fmufairfield@fairfield.ca.gov

Preparer's Signature

Date