



301 Yakima Street, Floor 3, Suite 314
Wenatchee, WA 98807
(509) 888-3600
Business@WenatcheeWA.Gov

Commercial Leak Adjustment Application

Customer Name: _____ Account #: _____
Service Address: _____
Phone Number: _____ Email: _____

Wenatchee City Code WCC 9.12.540 and WCC 4.08.060 allows for one credit per service address in a two-year period due to unintentional water usage. Payments or an arrangement to pay the balance due during the investigation period must be made to avoid delinquency charges and water shut off.

The following criteria will be considered to determine a billing credit:

1. For a **water credit** leak must be in main water supply line and above average consumption.
2. For a **sewer credit** there must be extraordinary unintentional water usage above average consumption.
 - A. If water went down sewer a 50% credit over average consumption.
 - B. If proof provided that water did not flow to sewer a 100% credit over average consumption.
3. Action taken within 30 days of notice sent by City or upon discovery by customer (limited to 4 bills).
4. Complete and submit leak adjustment application with repair documentation (invoice, pictures, etc.).

Please complete the following information:

Name and phone number of property owner, if different than above: _____

Who occupies the property now? Owner Tenant Property is vacant

Was property occupied at the time of the leak? Yes No

Date leak was discovered: _____ Date leak was repaired: _____

Description of the leak, how the leak was detected, where the leak was located, and how the leak was repaired:

Completed form along with supporting repair documents must be emailed or delivered to utility customer service at the address or email listed on the top of this form.

*** Office Use Only ***

Date Service Order Completed: _____