



LEAK ADJUSTMENT REQUEST FORM

Water Resources, Utility Business Services
3600 W Sovereign Path– Lecanto, FL 34461
Phone (352) 527-7650 - Fax (352) 527-7644
Email: WaterResources@citrusbocc.com

Below is a check list of requirements per Citrus County Code Section 102-136. ALL requirements must be met in order to be considered for a Leak Adjustment.

- Leak usage results in at least 200 percent increase in the **cost of the water** in comparison to the prior monthly bill.
- Citrus County Utility (CCU) Customer repairs require– Copy of material receipt(s) ,this form completed and notarized.
- Contactor repairs require– Copy of repair invoice(s), this form completed and signed by CCU customer.
- Provide Citrus County Water Resources documented proof that within 7 calendar days of notice or notification of leak, it is repaired.
- Have not received a leak adjustment within the last 24 months.
- Have at least 6 months of usage history at this address. If not, request form will be held until there is.
- Usage during the month of the leak exceeded every prior 12 month's monthly usage totals.

What's Next?

If you meet all the above requirements then fill out all four areas below, sign page 2 (get form notarized if repair was completed by CCU customer), attach all copies of repair/ material receipt(s) and send to the address listed above.

Account Number : _____ Customer Name(s): _____

Service Address: _____

Contact Number(s): _____ / _____

1) Date noticed a leak or informed of a possible leak: _____

2) Cause of Leak:

(If you need additional space please use back of this form or attach another paper)

3) Date Leak was fixed: _____

4) Repair of Leak:

(If you need additional space please use back of this form or attach another paper)

Everyone that fills out this form needs to print their name and sign it. CCU customer repairs require this form notarized too.

Name of person completing form: _____ (Please print)

Signature of person completing form: _____

(Notary Seal) _____ Produced proof of identification
_____ ID#
_____ Personally known

Notary Signature: _____

Date: _____ day of _____, 202__ County _____ State _____

Please note:

- ◆ Processing Leak Adjustment Request is a lengthy process and can take up to 8 weeks to receive a decision.
- ◆ It is the customer's financial responsibility to pay their utility bills during this process.
- ◆ If needed, there are Partial Payment Arrangement forms available to be filled out at the address listed above.
- ◆ Currently Citrus County Water Resources does not have provisions for adjusting a bill due to filling a pool, watering new plant material or any other elected activities which result in a usage spike or unexplained usage spike.
- ◆ Water left on, stuck irrigation timer or irrigation system power surge is not covered under Leak Adjustment.
- ◆ All paperwork must be entirely completed with signature/ notarization and repair receipts attached.