City of Wenatchee

P.O. Box 519
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(509) 888-3600
Business@WenatcheeWA.Gov

Commercial Leak Adjustment Application

Customer Name: _____ Account #: _____

Mailing Address: _____

Phone Number: _____ Email: _____

The City of Wenatchee Municipal Code allows for one leak adjustment credit per service address in a 2 year period due to leaks in the main water line. The following criteria will be considered to determine a billing credit:

1. **Mainline must be repaired timely - within 30 days of higher than normal consumption notice sent by City or upon discovery by customer**
2. **Documentation of repair provided (repair invoice, pictures, etc.)**
3. **Completion and submission of leak adjustment application**
4. **For sewer credit, provide evidence the water did not go down the sewer**
5. **Request must be received within 30 days of discovery or repair and is limited to 2 billing cycles**

Please complete the following information:

Service address where leak occurred: _____

Name of property owner, if different than above: _____

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:

Send this completed form along with a copy of the repair invoice or documentation of the repair to the address on the top of this form. This information may be emailed or delivered to utility customer service at the above address.

NOTE: Payments or an arrangement to pay the balance due during the investigation period must be made to avoid delinquency charges and water shut off.