

LEAK ADJUSTMENT APPLICATION FORM Greater Vernon Water

Leak Adjustment Application Fee of \$60.00 will be deducted from the credit allotted to the utility account of approved leak adjustment applications, per the current *Greater Vernon Water Rates Imposition Bylaw*.

LEAK ADJUSTMENTS WILL NOT BE CONSIDERED FOR:

- 1. Above-ground piping or fixtures and/or where the leak is visible and is not covered by housing, walls, or other permanent structures;
- 2. Frozen piping or fixtures that are not sufficiently protected from frost or freezing;
- 3. Broken sprinkler heads or above-ground sprinkler systems;
- 4. Rental properties;
- 5. Routine dripping or leaking faucets, or water leaking commodes/toilets;
- 6. Any type of faulty fixture with the exception of catastrophic breaks that were fixed immediately; and
- 7. New construction for a period of one year.

Property address of leak:		
Date leak noticed:	Date repaired:	
Account #:	Phone:	
Property owner name:		
Are you the property owner?		
*If no, owner prints name here	and signs here	to
confirm applicant may act as their agent.		
Name of applicant (if not property owner):		
Mailing address (if different from above):		
THE OWNER IS REQUIRED TO PROVIDE:		
1. A detailed description of the leak and how it was repaired, in the space on the back of this form.		
2. A copy of the repair invoices or receipts. If no receipts are available, attach a detailed outline of the work		
performed and a list of the plumbing parts repaired/replaced in writing by the person responsible for the repair.		
Photos before and after the repair are also acceptable. PLEASE READ AND INITIAL EACH ITEM:		
PLEASE READ AND INITIAL EACH ITEM.		
No recent plumbing repairs that caused the leakage for which an adjustment is sought.		
I am familiar with all of the matters of fact stated in this application, swear that they are made on my personal knowledge and that they are each true and correct.		
I have read the Terms and Conditions listed on the reverse of this form.		
Signature of applicant(s):		Date:
Please submit via email at utilities@rdno.ca, fax 250-550-3701 or drop off to the RDNO office		
OFFICE USE ONLY		
Approved		
Signature	Print Name	Date
Not approved		

Please describe the leak and list the parts repaired/replaced:	
TERMS AND CONDITIONS:	

- 1. The credit volume of the leak must exceed 60 cubic metres and shall be calculated as half the volume recorded in excess of the average consumption. Average consumption is determined using the past five years of consumption in the same billing quarter (or leak period if daily readings are available);
- 2. Leak adjustments will be limited to two quarters (including the quarter the leak was repaired);
- 3. A property is eligible for adjustment every 36 months but may not be approved if for a similar leak presented on a prior application;
- 4. The Manager Greater Vernon Water, or designate, will have final review of all applications and may request an on-site inspection. The Regional District's representative has the right of access to determine if the leak was repaired; and
- 5. A leak adjustment application will be processed in the billing period following the date received as staff require meter readings to confirm consumption has returned to normal and cannot process billing adjustments prior to the billing due date for which the adjustment is sought.