

# Water/Sewer Review Board

For customers who have an unexpected leak or problem causing a high water bill.

The Review Board has the authority to adjust charges where undetectable leaks have occurred. Generally, adjustments are granted for leaks occurring in water lines. Leaks in interior plumbing fixtures such as faucets or toilets **do not qualify** for an adjustment. *See City of Sidney Ordinance Ch 911.011 for more information.*

If you have a high water bill caused by a water leak, you may request an adjustment from the Review Board. Please advise a Utility Billing representative of your intention to apply for an adjustment so a meter reading can be taken. You will need to provide the following information:

- A note or letter explaining the details of the leak, such as what the problem was, the date the problem was noticed, and when and how the repairs were made. You may also use the form on the back of this page for this information.

- A copy of the plumber's repair bill or a store receipt for the parts, if the repairs were done by the homeowner.

Your Review Board request should be turned in to the Utility Billing office located in the City Building, 201 W. Poplar, Sidney. Please keep in mind that details are important in preparing a Review Board case and that repairs must be made before requesting an adjustment. Failure to repair a known leak within ten (10) days may forfeit your right to receive an adjustment.

For more information, call the Utility Billing Department at 498-8114.

# Request for Adjustment

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Property Owner or Tenant? *Circle one please.*

Address at which leak occurred \_\_\_\_\_

Provide the date the leak was discovered: \_\_\_\_\_

Describe the leak/problem causing high bill: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was problem repaired? Give date of repair: \_\_\_\_\_

Describe repairs that were made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach a copy of the repair bill and additional pages as needed.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_