



CITY OF SIDNEY

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 Revenue Collections 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 Revenue Collections office located in City Hall, 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 Revenue Collections Department at 937-498-8114.

WATER/SEWER REVIEW BOARD

Request for Adjustment

Applicant Name: _____

Mailing Address: _____

Telephone #: _____ Property Owner or Tenant? Circle one please.

Address at which leak occurred: _____

Account Number: _____

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: _____