



Public Works & Utilities  
819 Superior Ave  
Tomah, WI 54660  
608-374-7431

# Application for One-time Leak Adjustment

Please print clearly and review the [program rules](#). Applications with missing or incomplete information will be rejected.

## Applicant Information

Property Owner Name \_\_\_\_\_ Tenants Name (if applicable) \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing address (if different from above) \_\_\_\_\_ City/State/ Zip \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Email Address \_\_\_\_\_

Approximate date leak began: \_\_\_\_\_ Date Leak Repaired: \_\_\_\_\_

Description of Leak and repair:

**Supporting documentation must be submitted with application.**  
Examples: Parts receipt, Invoice from plumber showing service address and date work was done.

## Applicant Agreement

The leak adjustment is a **one-time** credit on the Tomah Sewer bill. I understand that this property will not be eligible for any additional leak adjustments in the future if this request is approved, for as long as I own this property.

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

## Submission Instructions

This form must be signed by the **property owner** to be considered for the credit. We encourage you to continue to make payments to your account.

Email: Send completed applications as an attachment to [tomahutilities@tomahwi.gov](mailto:tomahutilities@tomahwi.gov)

Mail: Public Work & Utilities  
819 superior Ave  
Tomah, WI 54660

## **ONE-TIME COURTESY LEAK ADJUSTMENT TO YOUR BILL**

Sometimes broken or damaged plumbing fixtures, irrigation equipment or pipes can cause unintentional water loss. If that happens, a customer may be eligible for a one-time Courtesy Leak Adjustment to the sewer portion of his or her bill. If an adjustment is approved, they will see a credit on the sewer portion of their bill only.

City of Tomah Utility encourages you to stay on top of plumbing problems before they get out of hand. There are helpful videos and links on our website, [tomahwi.gov](http://tomahwi.gov), under the water department.

### **PROGRAM RULES**

- Property Owners must submit a Courtesy Leak Adjustment application
- Leak adjustments to sewer will cover no more than two (2) consecutive months.
- Only one (1) billing adjustment will be allowed per premise owner.
- Any adjustment will show as a credit on the sewer portion of the bill following approval.
- The cause of the leak must be repaired and the bill will need to be back to your normal usage before an adjustment can be approved.

### **NO ADJUSTMENTS WILL BE GRANTED IN THE FOLLOWING SITUATIONS**

High water use caused by seasonal activities such as watering of sod, gardening, filling swimming pools or whirlpools, washing vehicles, etc.

When leak continues for three (3) or more months, there will be no adjustment for the third of subsequent months.

If the leak happened over one (1) year ago. It is the owner's responsibility to apply for the credit in a timely manner.

Properties that are master metered.