



## Water Leak Request

MUST BE FILLED OUT COMPLETELY – INCOMPLETE APPLICATIONS WILL BE RETURNED

<p><b><i>UPON COUNCIL APPROVAL, THE EXCESS OVER AVERAGE CONSUMPTION CAUSED BY A BREAKAGE WILL BE CHARGED AT A SPECIAL RATE OF ONE-QUARTER (1/4) OF THE CURRENT OVERAGE RATE PER THOUSAND GALLONS. OUTSIDE CITY LIMIT RATES ARE 1 ½ TIMES IN CITY LIMITS RATE.</i></b></p> <p><i>Current inside city limits overage rate is \$3.00 per 1,000 gallons        Current outside city limits rate is \$4.50 per thousand gallons</i></p>	<p align="center"><b>Official Use Only</b></p> <p>Date Received: _____        Rec. By: _____        Public Works Inspection Date: _____        City Council Decision Date: _____        Date Sent to Applicant: _____        Decision/Comments: _____        _____</p>
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### Water Leakage Policy

*Whenever any customer or property owner whose premises are served by the municipal water system owned, operated and maintained by the City has received a billing which is double or in excess of twice the average billing for a similar billing period during the past twelve (12) months or length of occupancy of premises by the customer, whichever is less, and the excess consumption of water has been **caused by a broken pipe or water leaks occurring in the plumbing or plumbing fixtures located upon the premises**, the customer or property owner may apply to the City Clerk for an adjustment of the obligation due.*

Water adjustment shall be made on a case-by-case basis only, but such customers or property owners shall be given the benefit of the reduced rate, *unless it appears that the excess consumption was due to a continued negligent failure to repair the plumbing fixtures or pipes serving the premises.* **No Reduction shall be permitted for the same premises twice in one year, unless the water line or leaking fixtures were completely replaced or on account of leaking toilets.**

The City may discontinue service to any premises wherein a broken water pipe or excessive consumption due to defective or non-functional plumbing fixtures or pipe located in the event that the owner of such premises or the customer occupying such premises does not make necessary repairs to avoid the waste of water, after receiving verbal or written notice from the City. In the event that the property owner or customer occupying the premises wherein a broken water pipe or water leak is observed or discovered, and water is being lost through such leakage, the City may, at its option, terminate the water services to the premise, and shall leave written notification of its action and the reason therefor posted upon the premises. Such water service shall be reconnected by the City after necessary repairs and without the customer or property owner being required to pay the turn-on and/or other charges set forth in the ordinances of the City.

***Effective: January 1, 2008  
 Ordinance No. 565, City Code 8.4.60***



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**Owner/Applicant**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

**Physical Address:** \_\_\_\_\_ Account #: \_\_\_\_\_

**In order to obtain a reduction, the following must be completed:**

- Submit completed Water Leak Request
- Submit receipts/invoices and/or cost incurred that show leak existed and has been fixed
- Inspection by Public Works Personnel of the repaired breakage, if leak occurred during business hours
- Inspection by a licensed plumber, if leak is discovered outside business hours. Inspection by Public Works Personnel will be done during business hours
- The meter reading for the billing period must be more than double the average bill
- Council must give approval at their next regularly scheduled meeting
- Upon discovery of the leak, immediate action must be taken to repair the problem

*I certify that I have read and understand the information on this application and affirm the information and documents provided is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
 Signature of Applicant /Property Owner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of City Clerk/Deputy/Assistant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Public Works Superintendent/Assistant

\_\_\_\_\_  
 Date