

**Harpers Ferry/Bolivar Public Service District  
P.O.Box 235  
Harpers Ferry, West Virginia 25425**

Phone (304) 535-2390

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Request for sewer usage adjustment.

This form is to be completed by customers of the Harpers Ferry/Bolivar PSD who believe their bills should be adjusted due to leakage on the customer side of the meter used for billing.

Leaking commodes, dripping faucets, malfunctioning appliances and similar situations shall not constitute leaks which entitle the customer to a recalculated bill. Adjustments are only allowed for significant leakage that can be verified by usage records, statements of personnel completing repairs, etc. where the customer can prove that the leakage claimed did not, in all probability, enter the sanitary sewer system.

Customer name: \_\_\_\_\_.

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

Sewer Account number: \_\_\_\_\_.

Date of request: \_\_\_\_\_.

Reason for request for account adjustment:

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Amount of adjustment requested in gallons: \_\_\_\_\_.

**COPY OF REPAIR BILL OR SIGNED STATEMENT OF PERSON DOING REPAIR WORK MUST BE SUBMITTED WITH THIS FORM.**

( Signature)

Board Approval