**HAMMOND PUBLIC SERVICE DISTRICT**

**LEAK ADJUSTMENT POLICY AND REQUEST FORM**

The WV PSC has established the following Leak Adjustment Policy to be used in providing leak adjustments to its residential, commercial, and industrial customers.

* The Hammond PSD Office will make a leak adjustment only when the water usage being adjusted is in excess of 200% of the customer’s historical usage that can be attributed to leakage on the customer’s side of the meter. The leak adjustment will be computed pursuant to applicable rules of the Public Service Commission and the leak adjustment rate (incremental cost of water) specified in Hammond PSD’S current tariff, which is $2.01 per thousand gallons of water.
* If the customer has a leak in excess of 200% of the customer’s historical usage, then the customer may request a leak adjustment. Upon the customer providing the request form and adequate information to demonstrate that there was a hidden leak and that it has been repaired (i.e., repair item receipts or contractor invoices), then the Hammond PSD Office will process a leak adjustment in accordance with this policy. Hammond PSD reserves the right to require documentation, including but not limited to repair item receipts or contractor invoices, to verify that a repair has been made before processing a leak adjustment.
* Customers will only be eligible for 1 leak adjustment in a 12-month time period.
* This policy does not apply to filling pools, pressure washing, watering lawns, sprinklers, hoses or issues related to these.
* This policy shall be maintained in the Hammond PSD Office located at 59 Town Square, Wellsburg, WV. It is available for inspection by the public during regular business hours. This policy shall be applied in a uniform and nondiscriminatory manner.

**NAME ON ACCOUNT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ACCOUNT NUMBER:** \_\_\_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MOBILE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **OTHER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMAIL:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE LEAK REPAIRED OR CORRECTED:** \_\_\_\_\_\_\_\_ **DATE LEAK ADJUSTMENT REQUESTED:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**PROVIDE DETAILED REASON FOR REQUEST AND SPECIFIC ACTION TAKEN TO REPAIR OR CORRECT THE ISSUE:**

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

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

**ATTACH ALL SUPPORTING REPAIR DOCUMENTATION TO THIS FORM**

This form should be completed, printed, signed, and submitted to one of the following: \*Fax: (304)737-4424,

\*Mail: Hammond PSD, 59 Town Square, Wellsburg, WV 26070 or \*Email: hammondpsd@frontier.com

Policy Updated 5/1/2023