

**LEAK ADJUSTMENT POLICY
CITY OF WESTMORELAND UTILITIES**

1. To qualify for a leak adjustment the usage must be at least 100 percent above the average monthly usage. Average monthly usage is defined as the average normal consumption for the prior three months.
2. The utility department shall collect the average water and 50 percent of the excess water charges, but will drop the excess sewer charge.
3. Only one leak adjustment per customer per twelve month period is allowed.
4. An adjustment can only be made on the billing for a one month period. In the event the leak extends into a second billing period, the higher bill of the two months can be adjusted.
5. A written request must be made for each adjustment stating the necessary information for a determination to be made. Forms are to be furnished by the utility department.