



LEAK REPAIR AFFIDAVIT

The City of Coppell may adjust the water portion of your bill for any water that has gone through the meter but has not been consumed in accordance with the City of Coppell's Water and Sewer policy for Adjustment. The customer must provide information regarding the leak and a copy of a bill or material's used for the repair. The adjustment is based on the customer's 12 previous month average for water and sewer usage. Account is eligible for one adjustment in a twenty-four month period. An adjustment form can be found at coppelltx.gov/water.

Requirements for leak adjustment request:

- Customer must return this form along with any other pertinent documentation (including receipt for repair and documentation of inspection from City of Coppell Building Inspections, if required).
- Customer must have twelve months of consumption.
- Per City of Coppell ordinance, a leak adjustment can be processed once every twenty-four months.

This form along with the documentation can be emailed to h2obills@coppelltx.gov or faxed to 972-304-3571. Documents can also be dropped off in night drop box located in the parking lot at 255 E Parkway Blvd or mailed to City of Coppell Utility Billing at P.O. Box 9478, Coppell, TX 75019.

Name on account: _____

Service Address: _____

Account Number: _____ Telephone Number: _____

Date of Repair: _____

Location of leak: _____

Description of Repair: _____

Signature: _____ Date: _____

For Internal Purposes:

Date Received: _____

Documentation checklist: _____ Affidavit

_____ Receipt for repair or for material's used

_____ Additional documentation (If required)