BERKELEY SPRINGS WATER WORKS
271 WILKES STREET
BERKELEY SPRINGS, WV 25411
Phone: (304) 258-1290 Fax: (304) 258-2638

Customer Leak Adjustment Request Form

Customer Name: _____ Account Number: _____

Service Address: _____Phone Number: _____

Date of Bill(s) in Question: _____ Amount of Bill(s): $_____

Reason for Request that Includes a Description; Location of Leak (e.g., service line, appliance, toilet) Include date Leak was Discovered and Repaired; Who Repaired the Leak (self, plumber, contractor):

Please attach the following:

☐ Photos of the leak and/or repair ☐ Receipts for materials or plumber's invoice

☐ Any other relevant documentation

I affirm that the information provided above is true and accurate to the best of my knowledge. I understand that leak adjustments are considered only for usage exceeding 200% of my historic average due to accidental leakage on my side of the meter, and that the leak must be repaired before an adjustment is granted.

Signature: _____ Date: _____

☐ Approved ☐ Denied Date Received: _____

Adjustment Amount (if approved): $_____

Reason for Denial (if applicable): _____

Water Superintendent: _____Date: _____

Customer Notified on (Date): _____ WSPSD Notified on (Date): _____

REVISED 10/29/2025