



**City of Schertz**  
REQUEST FOR WATER LEAK ADJUSTMENT

1400 SCHERTZ PARKWAY  
SCHERTZ, TEXAS 78154-1634  
(210)619-1100  
FAX (210) 619-1139

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ PHONE # \_\_\_\_\_

ACCOUNT# \_\_\_\_\_

DATE OF REPAIR \_\_\_\_\_ INSIDE \_\_\_\_\_ OR OUTSIDE \_\_\_\_\_

**DESCRIBE REPAIRS MADE:**

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

PLEASE ATTACH COPIES OF ANY RECEIPTS AND RETURN TO:

UTILITY BILLING DEPARTMENT  
1400 SCHERTZ PARKWAY  
SCHERTZ, TEXAS 78154

IF YOU HAVE ANY QUESTIONS OR NEED MORE INFORMATION CALL 210-619-1100

**REPAIRS WILL BE VERIFIED AND ANY ADJUSTMENT IS MADE BASED ON YOUR HISTORIC USAGE. ALL LOST WATER, THE AMOUNT ABOVE YOUR HISTORIC AVERAGE, IS BILLED AT THE LOWEST BLOCK RATE.**

INTERNAL OFFICE NOTES:

RECEIVED BY \_\_\_\_\_  
METER # \_\_\_\_\_  
ID # \_\_\_\_\_  
DATE SENT OUT \_\_\_\_\_

COMPLETION DATE \_\_\_\_\_  
WORKED DONE BY \_\_\_\_\_  
READING \_\_\_\_\_  
NOTES \_\_\_\_\_



*Corridor to the Future*