



Department of Water Services

POST OFFICE BOX 158
BAYBORO, NORTH CAROLINA 28515
(252) 745-5453 / 745-5755
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PAMLICO COUNTY WATER DEPARTMENT

APPLICATION FOR LEAK ADJUSTMENT

Pamlico County Water Department customers may request assistance with a high water bill resulting from leaks and/or busted pipes. (No swimming pool or irrigation adjustments are given). To be eligible for adjustment, the following must be true:

1. The request must be received no later than the end of the month immediately following the due date of the bill reflecting the leak.
2. No other adjustments have been granted within the last 12 months.
3. The bill to be adjusted must be double the average normal use.
4. All needed actions have been taken to prevent further loss of water.

NAME: _____ DATE: _____

SERVICE ADDRESS: _____

PHONE NUMBER: _____ ACCOUNT NUMBER: _____

DATE YOU FIRST NOTICED LEAK _____

DATE THE LEAK WAS REPAIRED _____

DESCRIBE LOCATION OF BUSTED PIPE OR LEAK

OF PEOPLE IN HOUSEHOLD: _____

DESCRIBE REPAIRS PERFORMED OR ANY ACTION TAKE TO PREVENT FURTHER LOSS OF WATER
(Please attach copy of a receipt for the cost of repairs if available).

PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT MAY BE
HELPFUL _____

If the adjustment is granted, please be aware that you waive your right to any future leak adjustments for the account above for a period of 12 months. Your signature confirms the above information as being true to the best of your knowledge.

Signature

Date

OFFICE USE ONLY

Bill #s: _____

Faxed to BRMSD: _____

BRMSD Adjustments:

12 month avg: _____

Bill# _____ Amount: _____

OR

Bill # _____ Amount: _____

88 gals/per person/per day: _____

Water adjustment taken by:

Sewer adjustment authorized by:

Application approved? _____

Date approved: _____

Office Supervisor Signature: _____