



CITY OF FAIRBORN
Utility Billing Office
44 W Hebble Ave.
Fairborn OH 45324-4999
(937) 754-3007
Fax: (937) 754-3115

APPLICATION FOR UTILITY BILL ADJUSTMENT (Please print)

Effective March 1, 2005, a Leak Adjustment will only be considered for an “undetectable leak” that is “not readily discernible”. The leak must be in the slab, in the wall or in the ground. Complete this form and return, with all necessary attachments, to the Utility Billing Office, 44 W. Hebble Ave., Fairborn, Oh 45324.

Name:

Account No.:

Address:

Phone No.:

Number of Occupants:

Current Reading:

Date Read:

Location of Leak: Slab In Wall In the Ground (underground)

Describe Problem: Tell us what happened, how you discovered the problem and when you discovered the problem. If additional space is needed, attach another sheet.

Corrective Action: List what you did to repair the problem. Attach copies of bills for plumbing repairs and/or parts.

In accordance with Administrative Memorandum No. 11, I hereby make application for an adjustment on my utility bill. In making this request, I certify that I have read and understand the conditions of Administrative Memo No. 11. I further understand that until the bill adjustment is made, I am still required to make monthly payments in an amount determined by the Utility Billing Office while this application is pending.

Signature

Date