

N/CG Utility District
2002 Johnson Industrial Blvd.
Nolensville TN 37135

Leak Adjustment Form

Date _____ Account # _____

Name _____

Address _____

This is to verify that I had a water leak in the month of _____

This was repaired on (date) _____ by: _____

Description of Leak (Location and failed parts) _____

Please read and initial each blank to certify the statement is true- Leak Adjustments will be made according to District Policy. If any of the below statements are not true an adjustment will NOT be granted.

_____ I understand that I will receive no more than one leak adjustment in twelve months.

_____ Must be submitted within 60 days after the due date of the bill for which the adjustment is requested.

_____ No adjustment for leaks not repaired within 2 months if not notified by the District.

_____ No adjustment for leaks not repaired within **10 business days after notification** from the District.

_____ No adjustment for irrigation lines, irrigation leaks, pools, pool leaks, filtration systems, or water softeners.

_____ No adjustment for hoses, faucets, or other outlets left running.

_____ Water **service has been in my name for at least one year**, at this location, at the time of the leak.

_____ I understand that the District Leak Adjustment Policy will be followed for all leak adjustments.

The above list is not inclusive of the entire adjustment policy. The leak adjustment policy may be obtained on the District website at NCGUD.com under "Forms and Documents".

A receipt for repairs or parts must be submitted.

Signed _____

Phone # _____

Email _____

Please email to: Support@ncgud.com

For Office Use

	<u>Billed</u>	<u>New Total</u>	<u>Adjustment</u>
Water	_____	_____	_____

N/CG Utility District is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or by fax (202) 690-7422 or email at program_intake@usda.gov.