



New Albany Municipal Utilities

303 Scribner Drive, Suite 101
New Albany, IN 47150
Phone: 812-948-5399
Fax: 812-948-5344

www.cityofnewalbany.com

LEAK ADJUSTMENT INFORMATION

Please read this sheet **ENTIRELY** before submitting a leak adjustment request.

Please check off each item before submitting the request to the sewer office.

LEAK ADJUSTMENT FORM FILLED OUT COMPLETELY _____
PROOF OF REPAIR INCLUDED _____
WATER CONSUMPTION HAS GONE BACK TO NORMAL _____
REGULAR PAYMENTS MADE _____

- Please attach proof of repair (receipts, plumbing invoices, etc.). If you do not have proof of repair, please explain in detail why. Examples: Repair by you or someone else with parts on hand. You have insurance and you were not provided with an invoice. If you have a letter from your water company, please include that as well.
- Once your water consumption has gone back to normal your leak adjustment will be presented to the Sewer Board.
- Pay what your “normal” or average bill would be while waiting for your adjustment to be processed. Penalties assessed as a result of your leak will be taken into consideration after the adjustment is granted.
- No adjustments shall be made for toilet leaks.

ALL ADJUSTMENTS ARE SUBJECT TO THE APPROVAL OF THE NEW ALBANY SEWER BOARD