



**New Albany Municipal Utilities**

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New Albany, IN 47150  
Phone: 812-948-5399  
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[www.cityofnewalbany.com](http://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**