CITY OF HILLSBORO
CREDIT FOR LEAK ADJUSTMENT
Request

The City of Hillsboro has a practice of issuing partial credits for leaks that are repaired in a timely manner. The City expects leaks to be repaired within 30 days of discovery. Credits are based on usage for the same period in the previous year. This “normal usage” is deducted from the total consumption used during the time of the leak, and then a 50% credit is applied to the remaining usage portion. The credit is ONLY applied to the water usage portion – not to any other utility bill charges.

Please fill the form out completely. No adjustment may be given on delinquent accounts, or if a previous credit was given at the same address within the last 18 months. If you have any questions, call Utility Billing at 503.681.6163.

Return form to: City of Hillsboro Utility Billing, 150 E. Main St, Hillsboro, OR 97123. Or by email at ub@hillsboro-oregon.gov

Name: _______________________________________________________________________
Service Address: _______________________________________________________________
Phone No: ___________________ Account No: _________________________________
Email Address: _______________________________________________________________
Cause of Leak (Explain): _____________________________________________________
_____________________________________________________________________________
Date Leak Found: ___________________ Date Leak Repaired: _______________________
Have Any Water Credits Been Given in Past 18 months? ____________________________

By checking the box, and signing the form, I acknowledge that the information given above is true and correct to the best of my knowledge. I have read and understand the City’s Credit for Leak Adjustment practice. Understanding that I am not eligible for another leak credit until 18 months from the granting of this credit, I still wish to make this application for a credit.

Check Box: [ ]

_________________________________________ __________________________
Signature Date

YOU MUST SUBMIT PROOF OF REPAIR REQUIRED TO FIX THE LEAK.
(COPIES OF PLUMBER’S BILLS AND/OR RECEIPTS FOR PARTS)
ADDITIONAL DOCUMENTAL EVIDENCE, SUCH AS PICTURES, IS ALSO ENCOURAGED.