

Marshall County Water Association

512 Wingo Road, Byhalia, MS. 38611

Office (662) 890-7415

INSTRUCTIONS FOR COMPLETION OF LEAK ADJUSTMENT REQUEST FORM

1. We will only approve a one-time adjustment.
2. Any leak must be repaired within 3 business days of detection.
3. Please allow 4-6 weeks for your adjustment to be processed.
4. Please attach any plumbing receipts or a separate letter explaining how the repairs were completed.
5. Remember to fill out all information listed on the Leak Adjustment Form. Incomplete forms cannot be processed.
6. If your adjustment is denied, a representative will call you, or a notice will be sent by mail.
7. Remember to continue to make regular monthly payments on your account while waiting for your Leak Adjustment. Nonpayment on your account could result in the disconnection of service and additional fee.

LEAK APJUSTMENT REQUEST FORM

Customer Name	Owner/Landlord
Service Address	Mailing Address
Phone Number	Customer Account Number (Located on Utility Bill)
Explanation and location of leak:	
Date Repaired	Repaired By
Customer Signature	Date

Office Use Only Below this Line