



FULTON COUNTY FINANCE DEPARTMENT  
WATER & SEWER DIVISION  
141 Pryor Street SW • Suite 7001 • Atlanta, GA 30303  
Tel: (404) 612-6830 • Fax: (404) 612-0333  
Email Address: [Adjustment.Request@fultoncountyga.gov](mailto:Adjustment.Request@fultoncountyga.gov)

Please review the information below carefully.

Dear Customer:

Please fill in the form below and sign. Along with this form you are required to attach your repair receipt and/or a letter from the company or person(s) who made the repairs. If you made the repairs yourself and no receipt is available, then you are required to provide an **original** notarized letter specifying what repairs were made and the date repairs were made. **It is important that you send or fax this form along with your repair receipt OR notarized letter to Attn: Rufus Ogbemudia as soon as possible to fax # 404-612-0333. If any of the above documents with the appropriate information (repair date and detail of repair made) is not received along with this form your account will not be reviewed or considered for leak adjustment credit.**

DATE: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**Re: LEAK ADJUSTMENT REQUEST**

SERVICE ADDRESS: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

\_\_\_\_\_

I had a leak located at (exact location of repairs on property) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Repairs were made on \_\_\_\_\_

**Date of Repairs**

**Weekday/Daytime Telephone Number**

**\*I understand that all documents, including repair receipts or notarized letter, must be received before my account will be reviewed for a leak adjustment. I also understand that upon inspection by the Fulton County Water & Sewer Division, if all leakage has been corrected and my consumption has decreased, my bill may be considered for an adjustment\*.**

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Date**

**\*Please note that any adjustment issued will be reflected on your next bill. If there are any problems with your request, you will be notified.**