



Town of Gordonsville

112 South Main Street
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www.townofgordonsville.org

Water Usage Adjustment Request Form

IMPORTANT: There is a 3 month processing period for all adjustments to allow the Town to verify that any leaks have been repaired. To qualify for an adjustment any overage must be more than twice the monthly usage based on the previous three months water usage. Water adjustments shall be limited to the cost incurred by the town. The Town code allows only ONE adjustment in a 12 month time period. Additional Sewer Exoneration may be given by Rapidan Service Authority as per their guidelines, through the Town of Gordonsville billing cycle.

NOTE: If you need a payment plan separate paperwork must be filled out and this form along with the payment plan paperwork must be turned into the Treasurer's Office 10 days before the cutoff date for the water service.

Date of Request: _____

Name: _____

Account Number: _____ E-Mail address: _____

Service Address: _____

Mailing Address: _____

Home Phone Number: _____ Work Phone Number: _____

Date the leak started/discovered: _____ Date the leak was repaired _____

Leak was repaired by: _____

I have attached a copy of plumber's repair bill, invoice for materials or other documentation to support repair.
_____ YES _____ NO (explain why not) _____

Where was the leak located: Inside: _____ Outside: _____

Please explain where: _____

Where did the excess water go? _____ In ground _____ In sewer system _____ Don't know

Please give any other details you think are needed: _____

Applicant's Signature _____

Print Name _____ Date: _____

Office Use Only: Forwarded to RSA on _____ by _____. Reply from RSA on _____ by _____

ToG Approval: _____ Date: _____

RSA Approval: _____ Date: _____