

Berkeley County Public Service Water District
83 Monroe Street P.O. Box 737
Martinsburg, WV 25402-0737
Phone 304-267-3855 Fax 304-267-3864

Berkeley County Public Service Sewer District
65 District Way PO Box 944
Martinsburg, WV 25402-0944
Phone 304-263-8566 Fax 304-262-4513

COMBINED WATER & SEWER BILLING
CUSTOMER REQUEST FOR LEAK ADJUSTMENT

Please read the attached policy to determine if you have a qualifying leak.

Customer Name: _____

Mailing Address: _____

City: _____ Zip Code: _____

Account Number: _____ Phone Number: _____

Property Owner: (if different from above) _____

Property Location: (if different from above) _____

Date Leak Discovered: _____ Date Repaired: _____

Describe the location of the leak and the action you took to repair it.

Note: If the repair is in a crawlspace or inside a wall please attach a copy of your receipt for materials and/or repair bill.

I, the undersigned customer, do swear that the above information is true and accurate to the best of my knowledge, and I do hereby request an adjustment to the water bill under the provisions of the Berkeley County Public Service District Leak Adjustment Policy.

Customer Signature: _____ Date: _____
(required)

Please complete this request form and return it to the Water District. Include copies of you receipts for materials, plumber's bill, etc if required as noted above. You will be notified of the amount of the adjustments made and any remaining balance due or credit on your account. Copies will be forwarded to the Berkeley County Public Service Sewer District.

Mail your request to: BCPSWD PO Box 737, Martinsburg, WV 25402-0737

Fax you request to: BCPSWD 304-267-3864

Drop off your request: BCPSWD 83 Monroe Street, Martinsburg M-F 8am-4:30 pm

FOR WATER DISTRICT USE

Does not qualify for adjustment to Water charges; forwarded to Sewer office _____