



## REQUEST FOR COURTESY LEAK ADJUSTMENT

**Attn: Billing**

8570 Executive Park Avenue  
Fairfax, VA 22031  
customers@fairfaxwater.org  
Phone (703) 698-5800  
Fax (703) 289-6133

*In the event a Customer is subject to an abnormally high billing as a result of a loss caused by leak, a Courtesy Leak Adjustment may be granted.*

All details regarding adjustments are within the Rules and Regulations, including those for an unknown loss. Visit [www.fairfaxwater.org/rules-and-regulations](http://www.fairfaxwater.org/rules-and-regulations).

*To be eligible for an adjustment, the Customer must:*

- (1) promptly and properly repair the leak when detected;*
- (2) provide written proof of repairs to Fairfax Water in the form of copies of receipts or an invoice; and*
- (3) not have received a Courtesy Leak Adjustment from Fairfax Water during the preceding five years.*

Type of Leak:       Toilet       Outside Lateral       Inside/Other (ie: Irrigation)

|                 |  |
|-----------------|--|
| Date            |  |
| Name            |  |
| Phone Number    |  |
| Service Address |  |
| Account Number  |  |
| Date of Repairs |  |
| Brief Statement |  |

Your request will be reviewed for a possible adjustment. We will notify you within four weeks if an adjustment has been approved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

**Attach proof of repairs in the form of copies of receipts or an invoice.**

*(Updated 10/2025)*