



CITY OF CHEROKEE

112 N. GRAND AVE, CHEROKEE, OK 73728
P (580) 596-3052 | F (580) 596-2878

LEAK REPAIR AFFIDAVIT

The City of Cherokee may adjust the water portion of your bill for any water that has gone through the meter but has not been consumed in accordance with the City of Cherokee's Water and Sewer policy for adjustments. The customer must provide information regarding the leak and a copy of a bill or materials used for the repair. The adjustment is based on the customer's 12 previous month average for water and sewer usage. Accounts are eligible for one adjustment in a twenty-four-month period.

Requirements for leak adjustment request:

- Customer must return this form along with any other pertinent documentation (including receipt for repair)
- Per City of Cherokee ordinance, a leak adjustment can be processed once every twenty-four months.

This form along with the documentation must be provided to the City of Cherokee Utility Billing Department. Documents can also be dropped off in the night drop box located on the north side of City Hall. Documents can also be mailed to the City of Cherokee Utility Billing Department at 112 North Grand Avenue, Cherokee, OK 73728.

Name of account: _____

Service Address: _____

Account Number: _____ Telephone: _____

Date of repairs: _____

Location of leak: _____

Description of repair:

Signature: _____ Date: _____

For Internal Purposes:

Date received: _____

Document checklist: _____ Affidavit.

_____ Receipt for repair or materials used.

_____ Additional documentation if required.