

**Bogue Banks Water Corporation**  
Post Office Box 4009 \* 7412 Emerald Drive  
Emerald Isle, North Carolina 29594  
Office: (252)354-3307 \* Fax: (252)354-2563

**ADJUSTMENT REQUEST FORM**

In order to review your residential account for an adjustment, please explain in full detail all information regarding leaks and repairs, attaching copies of all repair receipts. BBWC will calculate the overage and absorb approximately forty percent of the excess above the account's average water bill. Adjustments can only be completed after it has been determined that the leak has been repaired. The minimum will be \$10.00. Please note: ***we do not offer courtesy leak adjustments on irrigation systems. One adjustment per account location per 12-month period will be allowed.***

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

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

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

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

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

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

PROBLEM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature of Account Holder / Date

\_\_\_\_\_