City of Downey – Water Section
Credit Claim Form

I, the undersigned, am filling out this form in order to make the following complaint about my water billing and /or service.

Name: _____ Address: _____

Home# _____ Work# _____Cell#_____

Account# _____ Date of Billing Dispute _____

Reason for credit request? *(please circle)* Leak Found / Over Usage / Water left on
If leak was found, was it repaired? *(please circle)* Yes / No
Please attach copies of any documents, invoices or bills confirming leak was repaired.

Comments:

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I understand this complaint will be reviewed and processed per the city corresponding code and/or procedure. It may take up to two weeks, since some field investigation by the city may be performed. **Any credit issued will be ONE TIME ONLY.**

Signature: _____

Internal Use Only:

Approved ONE TIME credit of: _____ units. Issue Date:_____By_____
Comments: _____