



**CITY OF LIMA**  
**Department of Utilities**  
Customer Service

424 N. Central Ave.  
Lima, Ohio 45801  
Phone: 419-221-5252  
Fax: 419-221-5208  
[www.cityhall.lima.oh.us](http://www.cityhall.lima.oh.us)

**Leak Letter Adjustment**

Completed form can be mailed to address above or by email to:

[billing@cityhall.lima.oh.us](mailto:billing@cityhall.lima.oh.us)

Please allow 4-6 weeks after form is received for adjustment to be made.

Service Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Customer/Account#: \_\_\_\_\_

Where leak was located: \_\_\_\_\_

When leak occurred: \_\_\_\_\_

What happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When was it repaired: \_\_\_\_\_

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

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