



Jay M Ross, Board Attorney

K. Mark Parnell, Board Attorney

Russel J Heidelberg, Chairperson
Earnestine Moore, Vice-Chairperson
Beverly P Bunch, Secretary/Treasurer
Eloise Hamilton, Member
Cherry Doyle, Member

Sewer Adjustment Request

If you have experienced a leak on your property and it has impacted your utility bill, please complete the attached Sewer Adjustment Request Form. After you have repaired the leak, please provide the following information to document your repairs and cost.

- A completed Sewer Adjustment Request Form
- A copy of your plumber's bill/letter from the homeowner showing they repaired the leak
- All receipts for materials

Customers are limited to one leak adjustment every 2 years, with a maximum adjustment amount of \$50 per adjustment. The Water Works and Sewer Board of the City of Prichard encourages its customers to be conscientious in maintaining their residential and commercial plumbing fixtures. The responsibility of repairing and replacing defective plumbing on private property is the sole responsibility of the owner.

- Submit all required documents in person to:

Prichard Water Works & Sewer Board
125 E Clark Ave
Prichard, AL 36610

- Adjustment shall not be considered for disputed bills that are over six months old.
- Your account must remain current during the review process.

Please feel free to contact The Water Works and Sewer Board of the City of Prichard at (251)457-3396 if you have any question



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Sewer Adjustment Request Form

**This form must be completed, in its entirety, for PWW&SB to consider your request **

Date: _____

Customer Name : _____

Account No _____

Service Address: _____

Contact Phone: _____

Type Of Leak: _____

Date Leak Occurred: _____

Date of Leak Repair: _____

Required Documentation

Copy of repair invoices/receipts attached (from repairs done professionally or by owner/tenant): Brief Yes No

Description of leak and action taken to repair:

Please return this form and all documentation, in person, to the location below:

Prichard Water Works & Sewer Board
125 E Clark Ave
Prichard, AL 36610

- By checking this box, you are acknowledging that you understand that this form is not a guarantee that a credit will be applied to your account. You will be notified, by phone, if the request can or cannot be granted, or if additional information is needed. By submitting this form and all required documentation, you certify that all information is true and correct to the best of your knowledge.

- Please continue to make payments on your account, during the review process, to keep it current-

Customer Signature: _____

Clerk Signature: _____

Office use only: Payment Agreement: Yes No Date Completed: _____

Completed By: _____

Phone (251) 457-3396
Facsimile (251) 456-8045

www.prichardwater.com

125 E. Clark Avenue • Post Office Box 10455
Prichard, Alabama 36610