

Chuck Cariker
Mayor

Town of Tunica

Board of Aldermen

Celia J. Boren
Town Clerk

**P. O. Box 395
909 River Road
Tunica, Mississippi 38676
(662) 363-2432**

**Brad Beach
Eloise Carson
Jack Graves
Marie A. Nickson
Brooks Taylor**

GUIDELINES FOR A WATER ADJUSTMENT

Adjustments of a water account will be determined on a case by case basis. All requests for an adjustment must follow the guidelines and provide the necessary documentation to be considered. When guidelines are met an adjustment recommendation will be presented to the Board of Alderman at the following monthly board meeting. The Board of Alderman will determine if the adjustment is approved or denied.

1. Any leak must be repaired before an adjustment will be considered.
2. You will need valid documentation of leak repairs which include date of repair. Copies of plumbing receipts, receipts of supplies purchased for repairs, and/or letters of explanation from property owners and /or property manager are valid documentation.
3. We will get a meter reading after leak has been repaired to verify repairs and to help us provide you with an accurate adjustment. Please let us know after repairs are made.
4. **Regular monthly payments on your water account must be made during the adjustment process. Non-payment of account could result in disconnection of service and additional fees.**

WATER ADJUSTMENT REVIEW

Date of Request _____

Customer Name

Account Number

Service Address

Mailing Address

Phone Number

**Property Owner/Landlord

Explanation and location of leak: _____

Customer Signature

Date

Initial/Date

