

*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*  
*Andrew T. Dulaney*  
*Jack Graves*  
*Brooks Taylor*  
*Dr. Billy Willis*

### **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

