



**DEPARTMENT OF ENVIRONMENTAL SERVICES
Leak Adjustment Request Forms**

1. The owner shall submit a written request for a sewer service charge adjustment to the Department of Environmental Services. Please fill out the following information to expedite the adjustment process:

Name on Board of Water Supply Bill: _____

Property Address: _____

Daytime Phone Number(s): _____

Board of Water Supply Account Number: _____

Date the leak started occurring: _____

Date the leak was fixed: _____

Please provide a detailed description of the leak:

2. Please submit this form along with any copies of contracts, invoices or receipts that show that work was done to fix the leak (these will not be returned).
3. Please mail the written request to:

Department of Environmental Services
Office of Administrative Support
1000 Uluohia Street, Suite 308
Kapolei, Hawaii 96707

Requests may also be faxed to (808) 768-3341.

If there are any questions, please call our Customer Service Section at 768-3330
(Mondays through Fridays except holiday; 7:45 a.m. to 4:15 p.m.)