

**CITY OF SENATOBIA**  
*UTILITY DEPARTMENT*  
P. O. Box 1020  
Senatobia, MS 38668-1020  
(662) 562-5251

**INSTRUCTIONS FOR COMPLETION OF LEAK  
WATER LEAK REPAIR VERIFICATION FORM**

1. We will only make two (2) sewer adjustments per calendar year for indoor/outdoor leaks.
2. Any leak must be repaired within 45 days of detection.
3. Please attach any plumbing receipts.
4. Fill out all information listed on the Water Leak Repair Verification Form. Incomplete forms cannot be processed.
5. If your adjustment is denied, a representative will call you or a notice will be sent by mail or e-mail.
6. Continue to make regular monthly payments on your account while waiting for your leak adjustments. Nonpayment of account could result in disconnection of service and additional fees.
7. Please allow 4 – 6 weeks for your adjustment to be processed.