

# Utility Leakage Letter — Water Report

---

Dear Resident

Date: \_\_\_\_\_

I am writing to ask for your help in keeping expenses to a minimum by simply completing the lower portion of this letter and returning it to me with your next rent payment. Failure to do so may result in increased rent due; a TUC (Tenant Usage Charge ) towards higher utility bills

The City of Pismo Beach has what is called a Sewer User Fee. This is a fee charged (to owner) for the use of the city's sewer system and is paid in addition to the water bills. The amount of the Sewer User Fee is determined by the amount of water used during the winter months. Needless to say, the lower the water consumption, the lower the Sewer User Fee.

Therefore, to keep expenses (and, ultimately, your rent) as low as possible, I am asking you to check to see if your toilet runs continually and check each of your water faucets, as well as those not in your living areas (e.g., exterior faucets) for leaks. Then circle the appropriate faucet below, along with any notes about the problem, and return the lower portion of this letter me at *P.O. Box 3462, Shell Beach, CA 93448*. If you find that none of your faucets leak, please circle yes on the last question and return it. If the form is not returned, it will be necessary for us to have someone inspect your apartment or house.

Thank you, in advance, for your cooperation.

Sincerely,

Rental Owner/Landlord

---

Your address: \_\_\_\_\_

<b>Any leaks?</b>	<b>Which faucet?</b>		<b>Approximate amount of leakage?</b>	<b>How long?</b>
Kitchen sink	hot	cold	_____	_____
Bathroom sinks	hot	cold	_____	_____
Bathtub/shower	hot	cold	_____	_____
Toilet	--	cold	_____	_____
Other (e.g., drain) Specify location:	_____			_____
Outside area (hose bibs or any excess use?)	_____			

All faucets okay?      YES or NO      Checked by: \_\_\_\_\_      Date: \_\_\_\_\_

