



# CITY OF HAGERSTOWN

1 EAST FRANKLIN STREET  
 HAGERSTOWN, MD 21740  
 301.739.8577 EXT 823 • FAX 301.797.6173

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**Electric Division**  
 Nathan Fridinger  
 425 East Baltimore St.  
 301.739.8577 ext. 143  
 Fax: 301.739.7958



**Wastewater Division**  
 1 Clean Water Circle  
 301.739.8577 ext 650  
 Fax: 301.733.2873

**Water Division**  
 William Luhn  
 51 W. Memorial Blvd.  
 301.739.8577 ext. 680  
 Fax: 301.733.7482

## Water and/or Wastewater Bill Adjustment Request Form

**\*Please note: Quarterly bills older than 3 quarters are not eligible for adjustments. Monthly bills older than 6 months are not eligible for adjustments.\***

Name on Account: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Service Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Leak Information – state when leak was discovered and brief description of the leak:

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Repair Information– description of repairs made and **REQUIRED: attach copy of plumber's invoice and/ or receipts for parts:**

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I am requesting for an adjustment on my water/wastewater utility bill number \_\_\_\_\_ (state bill number) due to a water leak. I attest that all the information above is accurate to the best of my ability.

\_\_\_\_\_  
 Signature of Owner/Prop Mgmt co

\_\_\_\_\_  
 Date

Please return by mail or in person at 1 E Franklin St Hagerstown, MD, or email to [BillingMail@hagerstownmd.org](mailto:BillingMail@hagerstownmd.org) or fax to 301.797.6173. Adjustments are not processed same day. Please keep in mind, tenants cannot authorize an adjustment application.