



CITY OF HAGERSTOWN

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

MAYOR
Robert Bruchey II

COUNCIL
Kristin Aleshire
Austin Heffernan
Emily Keller
Shelley McIntire
Lewis C. Metzner

CITY ADMINISTRATOR
Scott Nicewarner

CITY CLERK
Donna K. Spickler

DIRECTOR OF UTILITIES
Nancy Hausrath



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



Wastewater Division
Joseph Moss, PE
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:

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

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 or fax to 301.797.6173. Adjustments are not processed same day. Please keep in mind, tenants cannot authorize an adjustment application.