



LEAK-FREE SACRAMENTO

CUSTOMER CHECK LIST

CUSTOMER WORK PROCESS

Once a Department of Utilities' Program staff member has approved your application, a City Contracted Plumber will schedule a visit to your home to inspect where the potential leak is and repair or replace the leaking fixtures.

The following forms will be presented to you during the leak repair or fixture replacement process.

The **Work Authorization Form** will be presented to you after the City Contracted Plumber does an initial inspection to determine what is needed for leak repair or fixture replacement. This form must be signed before work can begin in your home. Approval must be obtained from:

- The City of Sacramento Department of Utilities
- You, with a signature
- The City Contracted Plumber with a signature
 - You will receive a copy of this form for your records.

The **Leak Detection and Repair Agreement Form** is only required if circumstances require removal of building materials to fix a leak occurring in your home. It must be signed prior to any actual removal of building materials. Approval must be obtained from:

- The City of Sacramento Department of Utilities
- You, with a signature
- The City Contracted Plumber with a signature
 - You will receive a copy of this form for you records.

The **Work Completion Form** will be presented to you after the leak repair or fixture replacement has been completed. Approval must be obtained from:

- The City of Sacramento Department of Utilities
- You, with a signature
- The City Contracted Plumber with a signature
 - You will receive a copy of this form for your records.

In addition to these forms the City Contracted Plumber will also be taking photos of pre and post repair work for documentation of work completed to be submitted to the City of Sacramento Department of Utilities.

Leak-Free Sacramento is a service that is of no charge to you. The City Contracted Plumber will not ask for payment at any time during the house call.