



Special Meter Reading Request Form

City of Surrey Property & Payment Services • 13450 104 Ave, Surrey BC V3T 1V8

EMAIL TO: SpecialMeterReads@surrey.ca

A special meter reading should be requested at least **TWO WEEKS PRIOR** to meter reading date. Special meter reading requests **must** be sent by email to SpecialMeterReads@surrey.ca. Fax requests will not be accepted. There is a **\$90.00 fee** for a special meter reading. This charge will be included on the final bill, which will be emailed to the solicitor's email address provided below.

Readings are not available on weekends or statutory holidays.

*METER READING DATE	_____
	(The date for meter to be read)

- *If your request cannot be accommodated, the City will process the read request on the next available date.
- *If for any reason the meter reading request needs to be cancelled, **a written request must be submitted** to the City 72 hours prior to the meter reading date.

Water Meter Property Information

Property Address _____

Current Owners _____

Utility Account Number _____

Folio Number _____

Contact Information

Contact Name _____

Law Firm/Notary Office _____

Business Email _____

Business Phone _____

***The final bill will be emailed to above email address.**

IMPORTANT: If your client is enrolled in the **Metered Utility Auto-Debit Payment Plan**, please have them sign this form to cancel their participation in the plan. This will stop future withdrawals on the property's utility account. Submit this cancellation along with your special meter reading request to the email address above.

I (we), _____ hereby request to cancel my participation in the plan.
Print name(s) clearly

Signed by Property Owner (s) _____ Date _____

If you choose to use e-mail, please note that there is a chance that the e-mail you send to us or that we send to you could be intercepted in transit or sent to the wrong address. If you are concerned about the confidentiality of your information in transit, you should send it to us by secure means or use another form of delivery.