



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 \$94.00 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)

Due to a high volume of reading requests, your specific reading date may not be accommodated, but the reading will be completed as close to the requested date as possible. Please allow up to 7 business days for the final bill to be emailed to your office.

The City requires 3 business days notice for any changes or cancellations to your special meter reading request. If you need to make a change or cancel, please respond to this email, updating the subject line to: SPECIAL METER READING CHANGE REQUIRED, and provide the details of the requested change in the email. Changes and cancellations received within 3 business days of the reading date cannot be accommodated and the reading and fee will be charged to the utility account.

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.

Personal Information is collected for the purposes of Property Tax and Utility Billing. The City of Surrey is collecting this information under s.26 (c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information, please contact the Manager, Property and Payment Services at 604-591-4181.