



# Metered Utility - Special Meter Reading Request

A special meter reading should be requested 7 days prior to your required meter reading date.

- A fee per account will be charged, which will be included in the final billing and sent by email to the party who requested the special meter reading.
- Readings are available Monday to Friday only, excluding statutory holidays. If your request cannot be accommodated, the city will process the read on the next available date.

Please email this completed form to [meteredwater@burnaby.ca](mailto:meteredwater@burnaby.ca).

If you need to cancel your scheduled special meter reading, you must submit your request to cancel via email to [meteredwater@burnaby.ca](mailto:meteredwater@burnaby.ca) at least 48 hours prior to the date of the scheduled special meter reading. Please include your account number and the meter reading date you wish to cancel.

Special Meter Reading Request Date: \_\_\_\_\_

**THIS IS      SALE OF PROPERTY      END OF TENANCY**

### SECTION 1: ACCOUNT HOLDER INFORMATION

UTILITY ACCOUNT NUMBER	PROPERTY ADDRESS	<b>BURNABY, BC</b>
ACCOUNT HOLDER NAME		
CONTACT PERSON		TELEPHONE NUMBER

### SECTION 2: REQUESTOR INFORMATION

<b>PROPERTY OWNER</b>	<b>TENANT</b>	<b>MANAGEMENT COMPANY</b>	<b>SOLICITOR</b>
REQUESTOR NAME AND TITLE			
EMAIL ADDRESS			TELEPHONE NUMBER

### METER INFORMATION (INTERNAL USE ONLY)

METER REG SERIAL	PREVIOUS READ	CURRENT READ

*The information on this form is collected in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act. The purpose of the collection is for the billing and maintenance of your Utility Account. It will be retained as records and may be used to contact the parties involved in this account. If you have any questions about the collection and use of this information, please contact the Tax Department at 604-294-7350.*