

FINANCE DEPARTMENT
750 17th Street West Vancouver BC V7V 3T3
t: 604-925-7032 f: 604-925-7034 e: water@westvancouver.ca



SPECIAL METER READ REQUEST FORM

EMAIL BACK TO: water@westvancouver.ca

To request for a special meter read; please complete the form below and return it to the Finance Department using the contact information above. Please note this form must be returned **1 week prior** to the meter reading date. There is a **\$75 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.

For office use ONLY:

RFS# _____	MIU # _____
COMPLETED: _____	LOCATION: _____

Property Owner: _____

Property Address: _____ West Vancouver BC

Utility Account Number: _____

Please read the meter on this date: _____

Note: Readings are not available on weekends or statutory holidays. If the requested date cannot be accommodated, we will select the next business day as the reading date. The reassigned date will be considered acceptable unless the District is notified in writing otherwise. If the meter is not accessible, an estimate will be provided.

REMEMBER to cancel any automatic withdrawals. Please have the property owner complete the cancellation form. The cancellation form is available online at www.westvancouver.ca

Name of Notary/Solicitor: _____

Company: _____

Phone: _____ Email: _____

(the final bill will be emailed)

By signing below, I understand that there will be an administration fee for the special meter read. The administration fee is \$75 and will be included on the final bill to be emailed to the solicitor.

Signature: _____ Date: _____

Freedom of Information and Protection of Privacy Act Notice: Information collected on this form, or provided with this form, is collected and protected in accordance with the Freedom of Information and Privacy Act, and will be used for the purposes of Financial Services program administration. Questions regarding the collection/use of this information should be directed to the Information and Privacy Officer at 604-925-7019.

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