



# Special Meter Reading Request Form

City of Delta - Taxation - 4500 Clarence Taylor Crescent, Delta BC V4K 3E2 - [taxation@delta.ca](mailto:taxation@delta.ca)

Special meter readings must be requested at least **3 working days** prior to the reading date  
The service fee for all special meter reads will be included on the final utility bill  
Rates for special meter readings are provided in the Delta Water Services Bylaw

Completed forms to be emailed to : [taxation@delta.ca](mailto:taxation@delta.ca)

<b>Meter Read Date :</b>	<input type="text"/>
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*\* Meter reads requested on weekends or statutory holidays will be read the next business day*

### Metered Property Information

Property Address	<input type="text"/>
Owners	<input type="text"/>
Metered Account Number	<input type="text"/>
Folio Number	<input type="text"/>

### Requester Information

Name	<input type="text"/>		
Law Firm/Notary Office	<input type="text"/>		
Phone	<input type="text"/>	Ext	<input type="text"/>
Email	<input type="text"/>		

**\* Final bills will be emailed to the requester email, as provided above**

*Please note if you are requesting a meter read for a client who is selling a property, any monthly pre-authorized withdrawal or auto-debit will need to be cancelled by the owner, in writing, to [taxation@delta.ca](mailto:taxation@delta.ca)*

Personal information is collected by the City of Delta under the authority of **Section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA)** and will be used to administer the Special Meter Request Forms with the City of Delta, Taxation Office. Personal information may be disclosed only as permitted by **Section 33 of the Freedom of Information and Protection of Privacy Act (FOIPPA)**. Should you have any questions about the collection of this personal information, please contact the Taxation Office at (604) 946-3235 and [taxation@delta.ca](mailto:taxation@delta.ca) or the Corporate Officer/FOIPPA Head at (604) 946-3220 and [legislative@delta.ca](mailto:legislative@delta.ca).