

## **City of Delavan**

### **Final Meter Reading Request**

All requests for final meter readings must be submitted in writing on the attached form and returned to the City of Delavan by fax or email a minimum of 72 hours prior to the requested reading date (exclusive of Saturday, Sundays and legal holidays). Phone requests will not be accepted. Incomplete forms will be returned. After receipt of this form you will be notified by email or fax of the date the read out will take place. The City of Delavan attempts to read meters as close to the date requested as possible. A separate form is requested for each property needing a final meter reading.

Final bills are prepared weekly on Thursdays (exclusive of holidays) and are available after 2pm.

Automatic payment withdrawal program is cancelled when the final bill is processed.

**If you are a tenant your landlord must request the final meter reading.**

City of Delavan  
Final Meter Reading Request

*Request must be made a minimum of 72 hours prior to the requested reading date*

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Acct. Number (if known): \_\_\_\_\_

Final Read Request Date: \_\_\_\_\_

(NOTE: This is the date you would like us to physically get a reading off the meter. Bills for this final reading are **only** done on Thursdays.)

New Owner/Tenant: \_\_\_\_\_

New Owner Address (if different from property address): \_\_\_\_\_

New Owner Phone Number (if known): \_\_\_\_\_

Person Requesting Read Out: \_\_\_\_\_ Phone No. \_\_\_\_\_

Title Company      Present owner      Management Company      Landlord  
*circle one*

Send Final Bill:

Mail Final To: Name \_\_\_\_\_

Address \_\_\_\_\_

Fax Final To: Name \_\_\_\_\_

Fax No \_\_\_\_\_

Email Final To: Name: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Office Use Only:*

*Date Confirmed:* \_\_\_\_\_

*Date/Method Requester Notified:* \_\_\_\_\_