



# Utility Special Reading Request

## Special Read Process

### Administration Fees:

- The City charges an **administration fee of \$57** to process special reads
- The administration fee will be added to the final bill

### How to apply:

- Complete and sign this form and submit to: City of White Rock, Engineering and Municipal Operations  
877 Keil St  
White Rock, BC V4B 4V6  
**OR FAX** to: 604.541.2190  
**OR SCAN** and email to: water@whiterockcity.ca
- Access codes are located below the utility account number on the water bills. The access code is required to indicate the owner has agreed to send final bill to the requestor indicated on the form below

### Processing of special reads:

- Please submit requests a minimum of **10 business days** prior to the special reading date
- Final bills will be emailed or faxed, as directed by the form below

## Owner Information

Registered Owner(s)		Utility Account Number
Property Address		Utility Access Code
Phone (home)	Phone (Business or Cellular)	

## Requestor Information

Name		Delivery method <input type="checkbox"/> Fax <input type="checkbox"/> Email	
Company			
Reason for special read request		Date Requested	Special Read Date
Phone	Fax	Email	

## For Internal Use Only

Meter Register Serial / MIUID	Previous Reading Date	Previous Reading	
	Special Reading Date	Special Meter Reading	
Posted by:	Batch #	Admin fee added? <input type="checkbox"/>	Faxed or Emailed? <input type="checkbox"/>
Notes			