



TENANT METER READING REQUEST FORM

ACACC02-TMP-008 Date Approved: 03 July 2018

ENQUIRER:		ASSESS NO:
ADDRESS:		DATE:
		INVOICE: Yes / No
TELEPHONE:	<i>(mobile/home)</i>	INVOICE NO:
<i>(email address)</i>		RECEIPT NO:

PROPERTY ADDRESS:	
OWNER:	

METER READING DATE:	<i>(Note: Closest Friday unless prior arrangements made)</i>		
METER NO:		ROUTE:	LOC CODE:
PREVIOUS READING:	KL	DATE:	
REQUESTED READING:	KL	DATE:	
CONSUMPTION TO DATE:	KL	RESET YTD:	

STRATA INFORMATION

- THE CONSUMPTION IS FOR () UNITS.
- THE AMOUNT WILL BE INCLUDED IN THE NEXT ACCOUNT FORWARDED TO THE STRATA COMPANY SECRETARY.

IMPORTANT CONSUMER/TENANT INFORMATION

- OUT OF COMMISSION METERS – READINGS WILL BE ESTIMATED ON PREVIOUS WATER CONSUMPTION HISTORY.
 - SENIOR & PENSIONER TENANTS MAY APPLY FOR A REBATE.
 - ALL REQUESTED METER RESETS WILL HAVE THE YEAR TO DATE CONSUMPTION ADJUSTED AS PER AQWEST'S POLICY 1.15.
- NOTE: PLEASE PHONE AQWEST FOR FURTHER INFORMATION.

AQWEST OFFICER SIGNATURE

DATE

REVISION HISTORY

[Revision history must be included on the template, but may be removed from the final document]

Version	Date released	Description of Changes	Author	Authorised by
1		Approved Version	J Barnard	J Smith
2	03/07/2018	Accounts email added to footer	Deb Owens	Lisa Brockman