

Section A – Applicant Details

Applicant Name:

I am a: Tenant Owner Agent Other (describe):

Address:

Email:

Phone:

Assessment No:

Invoice

Important 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.

Section B – Property Details

Property Address:

Owner:

Meter Reading Date:

(Note: closest Friday unless prior arrangements made)

Meter Number:

Route:

Location Code:

Previous Reading

Date:

Requested Reading

Date:

Consumption to Date

Reset YTD:

Section C – Strata Details (if applicable)

The consumption is for _____ units.

The amount will be included in the next account forwarded to the strata company secretary.

Internal Use Only

Processed by:

Date:

Invoice: Yes No

Invoice Number:

Receipt Number: