

## Gas and Water Meter Removal Request Form GP-17A

Note: If you require the billing of a meter to be transferred to a tenant, please contact:

**City of Kitchener, Revenue Division at 519-741-2450.**

Note: If the meter removal is required as part of a demolition, please contact:

**City of Kitchener, Building Division at 519-741-2312.**

Please complete the form below if you are requesting a water and/or gas meter to be removed from a property. Please email the completed meter removal form to [utilities.dispatch@kitchener.ca](mailto:utilities.dispatch@kitchener.ca).

PROPERTY ADDRESS: \_\_\_\_\_ Unit # \_\_\_\_\_

Are you the property owner? [YES]  [NO]  Reason for meter removal: \_\_\_\_\_  
(You must be a property owner to request a meter removal)

Water Meter to be removed? [YES]  [NO]  Meter Number(s): \_\_\_\_\_  
Found on your Utility Bill

Gas Meter to be removed? [YES]  [NO]  Meter Number(s): \_\_\_\_\_  
Found on your Utility Bill

Is the Property vacant? [YES]  [NO]

If not vacant alternate heating source available? [YES]  Please explain: \_\_\_\_\_

Is this a permanent removal (ie switching fuel sources)? [YES]  [NO]

**For permanent removals, the gas service to the property will be abandoned. If in the future, gas service is re-instated, there will be a fee for the initial gas service abandonment as well as a fee for the new service connection.**

Preferred Removal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: [AM]  [PM]   
(please provide 10 business days' notice) mm dd yy

**If Kitchener Utilities (KU) attends the property and the property is not vacant (e.g., occupied by tenants) and there is no satisfactory alternative heat source, KU will not remove the Gas and/or Water meter and you will still be charged the removal fee.**

**I accept the fees for meter removal and any reconnect fees as per the KU current user fees schedule** [Yes]

If I am not the sole property owner, I represent and warrant that I have obtained the consent of all other property owners and am authorized to sign on their behalf. Owner Account No: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone #: \_\_\_\_\_  
mm dd yy

Property Owner Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_

FOR OFFICE USE ONLY Clevest WO# \_\_\_\_\_  
V4.0 - DEC 10, 2021 SAP -W \_\_\_\_\_/G \_\_\_\_\_  
Before processing request, property owner information is to match the person signing this request form

**By requesting and agreeing to having your gas and/or water meter removed you assume full responsibility for any issues that may be created by removing the gas and/or water meter. If gas supply is restored to this property, the entire gas installation shall meet all applicable gas codes in place at that time.**

The personal information on this form is collected pursuant to sections 11 and 80 of the Municipal Act, 2001 for the purposes of administering the removal of gas and/or water meters. Questions about collection of information can be directed to [utilities@kitchener.ca](mailto:utilities@kitchener.ca)