

Gas and Water Meter Removal Request Form

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. Once completed, please email, fax or return the meter removal form to Kitchener Utilities.

Email: INS-Utilities-Dispatch@kitchener.ca

Fax: 519-741-2789

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, when will it be vacant? ____/____/____
mm dd yy

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

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

If Kitchener Utilities attends the property and the property is not vacant (e.g. occupied by tenants) and there is no satisfactory alternative heat source, Kitchener Utilities 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 Kitchener Utilities user fees applicable on the relevant dates. [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: _____

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 Manager of Operations at 519-741-2529 and utilities@kitchener.ca