

**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. Once completed, please send the meter removal form to [utilities.dispatch@kitchener.ca](mailto:utilities.dispatch@kitchener.ca). If a gas or water service disconnection is required, a supplemental disconnection form is required.

Property Address:			Unit #:
Are you the property owner?	Yes	No	Reason for meter removal:
<i>(You must be a property owner to request a meter removal)</i>			
Water Meter to be removed?	Yes	No	Meter number(s): <small>Found on your utility bill</small>
Gas Meter to be removed?	Yes	No	Meter number(s): <small>Found on your utility bill</small>
Is the property vacant?	Yes	No	If not, when will it be vacant?    mm / dd / yyyy
If not vacant, is an alternate heating source available?	Yes		Please explain:

**For permanent removals, the gas service to the property will be abandoned at a later date. If required, the gas meter can be removed prior to the gas service abandonment. 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.**

**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 Number:					
Name of Property Owner:		Date:	mm / dd / yyyy	Phone Number:	
Property Owner Signature:			Email Address:		

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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 Manager of Operations at 519-741-2529 and [utilities@kitchener.ca](mailto:utilities@kitchener.ca)**