



City of Saint Peter
 Finance Department
 227 S. Front St.
 Saint Peter, MN 56082
 (507) 934-0664

Name: _____

Date: January 29, 2016

Account: _____

Service Address: _____

The City of Saint Peter Water Utility is conducting a water meter/remote verification program and is asking that each resident, whose property has an outside remote water reader, check the inside water meter reading and compare it to the outside remote meter reading. Our goal is to make sure that each water meter is reading accurately and that each resident is receiving a fair billing for water and wastewater used. In addition to helping us identify any discrepancies for billing, a verification program helps your utility control water loss and cost for water produced. Please complete this form as directed and return it to City Hall (% Finance Department) by **February 16, 2016**.

Please read the following instructions to complete this form. Pictures of water meters and remote readers appear on the back of this sheet to aid you in reading the correct meter.

1. Locate the correct water meter in your basement by matching the serial numbers from below,
2. Record the meter reading (record **all** digits the way they appear on the meter),
3. Locate the outside remote reader (looks like a small square box) and again record **all** digits the way they appear on the remote.
4. For residents that have a domestic and irrigation water meter there will be two inside meters and two outside remote meters.

Return the readings on this completed form to: City of Saint Peter Finance Department, 227 S. Front St, Saint Peter MN 56082. Forms may be returned with your utility payment, put in the drop box, mailed, or you may scan this completed page and e-mail to loria@saintpetermn.gov.

If your readings do not match please double check the serial numbers and reread the readings. If the readings do not match exactly do not worry, Water Utility staff will check any discrepancies and inform you of a correctional process.

Occupant: _____

Daytime Phone: _____

Email address: _____

Date: _____

Service Address: _____

Account #: _____

Domestic:

Inside meter serial #: _____

Reading _____

Remote meter serial #/Location: _____

Reading _____

Irrigation:

Inside meter serial #: _____

Reading _____

Remote meter serial #/Location: _____

Reading _____

If you have any questions, please call Chris Voeltz at (507) 934-0670. Thank you.

Office Use Only:

Date:

Action Taken:

PLEASE RETURN FORM TO FINANCE DEPARTMENT BY FEBRUARY 16, 2016.

Top Row: Inside Meters – Serial Number on brass
(may be located in your basement or by your washing machine)



Bottom Row: Outside Remote Readers