



61-63 O'Shannessey St, Papakura 2110
P O Box 72-243, Papakura, 2244
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Email: nz-customerservice-water@veolia.com
Tax Invoice GST Reg No. 67 868 439

Special Meter Reading

Meter Readings are undertaken on
Monday's, Wednesday's and Friday's (not including public holidays)

Date of Customer's Request:		Water Account Number:	
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Property Address – Physical & Legal details			
Street No.	Street Name		Suburb
Legal Description of Property	LOT	DP	CT
Date Special Reading is required for:	/ /20		

Reading Fee

Administration Fee - \$25.00 (Non-Refundable)	The Special Reading charge applies to all Special Readings. This charge will be added to the account and is required to be settled within 14 days of issue.
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Details of Person Requesting Special Reading. (Property Owner or Authorized Representative)

Property Owner's Name:				
Law Firm or Property Management Co. (if making request on behalf of owner)				
Contact Numbers:	Landline:		Mobile:	
Email Address (preferred for invoicing purposes)				
Postal Address (if there is no email)			Post Code	

Special Reading Reason (please tick one)

<input type="radio"/>	Sale of Property (Change of Ownership)
<input type="radio"/>	Tenant Moving Out/In (No change of Ownership) If you are the Property Owner & hold a current Supply Contract with Veolia for the provision of water & wastewater services & wish to update the billing address details that of the new tenant, you will need to complete an "Update Information" form. Note: your name will still remain on the account.

Name & Signature of the person completing the form

Name			Signature		
I am the:	Owner/Landlord		Tenant	Authorised Representative i.e Property Manager/Lawyer	

Important Notes.**Privacy Act**

Veolia collects and holds on file, for the purposes of provision of water and wastewater services, the provided applicant information. You have a right of access to your information held by Veolia. You may request correction of that information and requires that the request be stored with that information. Personal information held by Veolia will not be shared with any external party except where Veolia is legally obliged to do so, or where doing so is a legal and legitimate business activity.

Veolia Office Use Only**Meter Position:****Meter Number:****Previous Reading:****M****A****G****S**