

SITE SURVEY REPORT

Meter Reading Record

Prepared for	Parkside Lettings
Date	4 Oct 2026
Site	Flat 6, 12 Park Street
Prepared by	A. Patel

FORM

Meter Reading Record**1. Reading**

Project	Flat 6, 12 Park Street: move-out readings (completed example)
Client	Parkside Lettings
Site	Flat 6, 12 Park Street
Site address	Flat 6, 12 Park Street, Bath
Date	4 Oct 2026
Time	12:00
Read by	A. Patel, Parkside Lettings
Reason	Tenant moving out

Citizens Advice: read the meters on the day you move in or out and give the readings to the supplier. When moving out, keep a note of the readings and the dates you took them, in case you do not agree with the final bill.

2. Meters**Meters 1: Electricity**

Meter	Electricity
Meter serial number	E10BG12345
MPAN or MPRN	1200 0123 4567 89
Reading	14872
Second rate reading (low or night), if a two-rate meter	09133
Smart meter?	No

Photo of the display



Illustrative stamp: 4 Oct 2026 09:15 BST · sample GPS 51.5074, -0.1278. Original photo capture date/location unverified.

Meter reading history

Reading date and time	Meter register	Display unit	Meter register reading	Previous register reading (same unit)	Register change (selected unit)	Notes / action taken
04/10/2026 09:15	Day / peak	kWh	14872	14860	12	Fictional register history: same electricity meter and register. Difference 12 kWh. Photo evidence is from the original example record.
04/10/2026 11:30	Day / peak	kWh	14878	14872	6	Fictional later reading. Difference 6 kWh. No tariff or cost is inferred.

Meter reading history · Row 1 · Photos for this reading



Meters 2: Gas

Meter	Gas
Meter serial number	G4A0987654
MPAN or MPRN	1234567890
Reading	05522
Smart meter?	No

Meter reading history

Reading date and time	Meter register	Display unit	Meter register reading	Previous register reading (same unit)	Register change (selected unit)	Notes / action taken
04/10/2026 09:15	Main / single rate	m³	5522			Fictional worked example, transcribed from this record above. No additional test is implied. Display unit m³ is part of this fictional example. No previous register reading supplied, so the change is left blank.

Meters 3: Water

Meter	Water
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Meter serial number	W19-0066
Reading	00412
Smart meter?	No

Meter reading history						
Reading date and time	Meter register	Display unit	Meter register reading	Previous register reading (same unit)	Register change (selected unit)	Notes / action taken
04/10/2026 09:15	Main / single rate	m³	412			Fictional worked example, transcribed from this record above. No additional test is implied. Display unit m³ is part of this fictional example. No previous register reading supplied, so the change is left blank.

3. Sign-off

Readings given to	Electricity supplier, Gas supplier, Water company, Tenant
Tenant or occupier name	L. Brooks
Tenant or occupier signature	

L. Brooks

Completed by	A. Patel
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Signature

A. Patel