

Meter Reading Record

A meter reading record with photos: reason, each gas, electricity, water or heat meter with serial scan, reference numbers, readings and smart status, who was told, and signatures.

1. Reading

Project

Client

Site *

Site address

Date *

Time

Read by *

Reason * (choose one)

- ☐ Tenant moving in
- ☐ Tenant moving out
- ☐ Empty property
- ☐ Routine
- ☐ Billing query

If applicable: 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 (copy this block for each one)

Meter * (choose one)

☐ Electricity ☐ Gas ☐ Water ☐ Heat

Meter serial number

Scan the meter

Scanned in the SiteSurvey app. On paper, write the numbers: meter serial number.

MPAN or MPRN (if applicable)

Reading *

Second rate reading (low or night), if a two-rate meter (if applicable)

Smart meter?

☐ Yes ☐ No

Photo of the display (photos: attach, or note the file names)

Meter reading history (copy this block for each one)

Readings belong to the meter above. Select the register and unit printed on its display. Enter the previous reading from the same register in the same unit. A negative change may indicate a reset, rollover or correction; explain it in the notes.

Reading date and time *

Meter register * (choose one)

☐ Main / single rate ☐ Day / peak ☐ Night / off-peak ☐ Export ☐ Other

Display unit * (choose one)

☐ kWh ☐ MWh ☐ m³ ☐ ft³ ☐ litres

Meter register reading *

Previous register reading (same unit)

Register change (selected unit) (worked out automatically in the app)

Notes / action taken

Photos for this reading (photos: attach, or note the file names)

Citizens Advice, electricity meters: on a digital meter, write down the first 5 numbers from left to right and ignore any red numbers; a two-rate meter has two readings, so record both. On a dial meter, read the first 5 dials, ignore red dials, and if a pointer is between two numbers write down the lower one (between 9 and 0, write 9).

3. Sign-off

Readings given to (tick all that apply)

- ☐ Electricity supplier
- ☐ Gas supplier
- ☐ Water company
- ☐ Landlord or agent
- ☐ Tenant

Tenant or occupier name

Tenant or occupier signature

Completed by *

Signature