

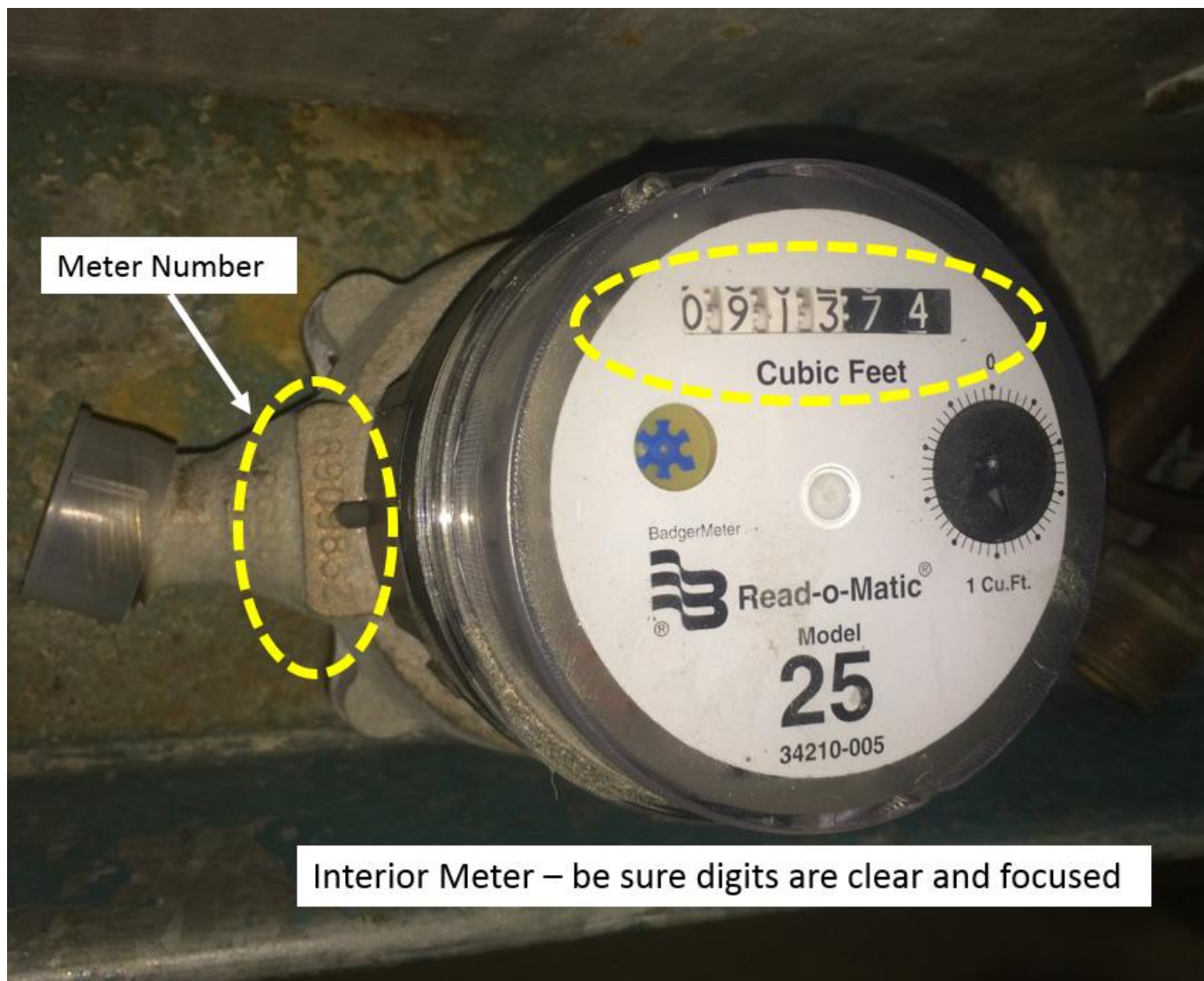


Final Water Meter Reading

Final meter reads are necessary upon a change in ownership or tenancy at a property. The City will now allow final reads to be submitted via photograph to the Utility Billing Clerk. The procedure is outlined below.

1. Call the Utility Billing Clerk, Kandi Starkey at 920.563.7760 to schedule.
2. Capture a photograph of BOTH the INTERIOR (usually located in the basement) and the EXTERIOR (usually mounted to the side of the structure) meters. SEE EXAMPLES BELOW.





3. Email both photographs to the Utility Billing Clerk kstarkey@fortatkinsonwi.net. Call 920.563.7760 immediately to ensure receipt. Include your name, phone number, and the address of the meter. The Clerk will reply via email within 3 business days with confirmation of the final read. **IF YOU DO NOT RECEIVE THIS CONFIRMATION EMAIL, THERE IS NO FINAL READ and NO FINAL BILL.**

The City reserves the right to perform an on-site reading at their discretion.