SITE survey. APP

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
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



Meters 2: Gas

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

Meters 3: Water

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

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

Meter Reading Record

Completed by	A. Patel, Parkside Lettings
Signature of the person who read the meters	