



The City of Raleigh

City of Raleigh – Customer Care and Billing Division
919-996-3245

Submit this completed form:

By Fax: 919-996-1813

By Email: UtilityBilling@raleighnc.gov

By Mail: City of Raleigh, Utility Billing Services, PO Box 590, Raleigh, NC 27602-0590

REQUEST FOR METER SETS

Account Name \_\_\_\_\_
Name of Responsible Party (e.g., Builder, Contractor, etc.)

Mailing Address \_\_\_\_\_
Street Address City State Zip Code

Last 4 digits of Tax Identification Number \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email \_\_\_\_\_

To comply with the Fact Act of 2003 and to prevent and mitigate ID theft, it is essential that written communication received by the Utility Billing Division contains the last four digits of the account holder’s social security number or the tax identification number. A daytime phone number is requested in the event that a Utility Billing staff member needs to obtain additional information to validate identity.

Meter Sets will be completed within 3 business days.

REQUEST A METER SET AT EACH ADDRESS LISTED BELOW:

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

I hereby acknowledge that Utility Connection Permits have been obtained for the above addresses. Each address is in compliance with City Code and is ready for meter installation. I understand there will be a \$50 Service Initiation Fee on the first bill for each meter set. Any address listed that does not meet code will be charged an additional \$50 Meter Set Return Trip Fee (assessed per meter). If applicable, a \$50 Deposit will also be included on the first bill.

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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