

Dinwiddie County Water Authority
23008 Airpark Drive
North Dinwiddie, Va. 23803-6926
Tel. (804) 861-0998
Fax (804) 861-4270

Application for Exclusion Meter (E-Meters)

Date: _____ Account Number: _____

Name: _____

Service Address: _____

Billing Address: _____

Meter Number: _____ Reading: _____

Condition of Meter: _____

Location of Meter: _____

Important Information:

The authority **DOES NOT** read exclusion meters. In order for you to receive monthly credit on you sewer charge when using your exclusion meter, you will need to report your reading to the Authority by the **5th of each month** by one of the following methods:

1. **(Preferred Method)** E-mail the Authority your meter number with your meter reading to emeter@dcwa.org. The meter number is engraved on the lid over the meter face and on the meter itself.
2. Mail your reading with your bill payment by writing the meter number and reading on your payment coupon.
3. Call the Authority at (804) 861-0998 and give your meter number and reading to a Customer Service Representative.
4. Bring your Exclusion Meter by the Administrative Building at 23008 Airpark Drive and Authority staff will read the meter for you.

Exclusion meters belong to the customer. Meter installation, maintenance and repair are the customer's responsibility. E-meters will freeze! Please protect your meter from freezing by storing the meter where it will not freeze during the winter months. Meters should be drained and stored inside during the fall, winter and early spring months when temperatures are at or below freezing.

Please install the meter so that water flow is in the same direction as the arrow. The meter will read backwards if not properly installed. This will result in no sewer credit being given on your water bill.

To assist you with reading your meter, the attached pages illustrate typical meter faces. To read your meter, read all the digits from left to right. In the example attached, the meter reading is 2750. The last digit will always be zero (0). One complete revolution of the big needle is 10 gallons.

If for any reason you move from the above listed address and no longer use your E-meter, please return it for a credit on your account. The credit depends on the condition of the meter to be determined by the Operations Manager upon inspection.

I (We) have read and understand this information about my new E-meter.

Name

Date

Name

Date