



Utility Transfer & Meter Reading Checklist 2026

Pre-Transfer Documentation Review

Reviewing existing lease agreements, service contracts, and historical billing data to verify account ownership and service dates.

Lease Commencement/Termination Date

Property Type

- ☐ Single-Family Residential
- ☐ Multi-Family/Apartment
- ☐ Commercial
- ☐ Industrial

Tenant/Owner Full Name

Upload Signed Lease Agreement

 Upload File

Utilities Included in Lease

- ☐ Electricity
- ☐ Water/Sewer
- ☐ Gas
- ☐ Trash/Recycling
- ☐ Internet/Cable

Reviewer Notes & Discrepancies

Write something...

Meter Reading & Verification

Recording current meter readings for electricity, water, gas, and sewage to establish accurate baseline usage for new or departing tenants.

Date of Reading

Enter date...

Time of Reading

Enter time...

Electric Meter Reading (kWh)

Enter a number...

Water Meter Reading (Gallons/Units)

Enter a number...

Gas Meter Reading (CCF/Therm)

Enter a number...

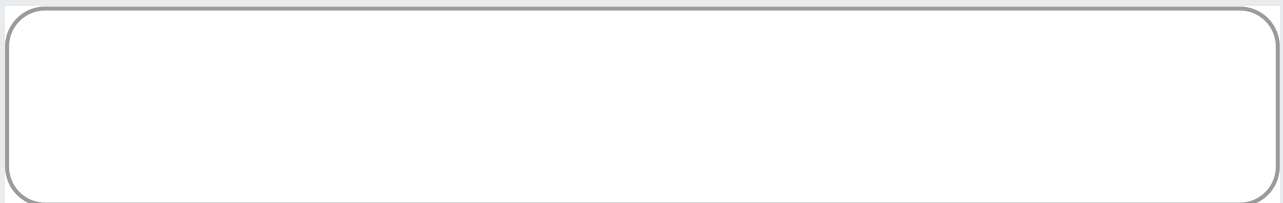
Meter Condition Status

- ☐ Normal
- ☐ Damaged
- ☐ Tampered/Obstructed

Photo Evidence of Meter Display

 Upload File

Technician/Inspector Signature



Utility Account Activation & Deactivation

Managing the formal process of notifying providers to terminate services for outgoing tenants and initiate services for incoming residents.

Action Type

- ☐ Activation (New Tenant)
- ☐ Deactivation (Move-out/Owner Transfer)
- ☐ Transfer of Responsibility

Utility Provider Name

Write something...

Account Number

Write something...

Effective Service Date

Enter date...

Utility Services Involved

- ☐ Electricity
- ☐ Water
- ☐ Natural Gas
- ☐ Sewage
- ☐ Trash/Waste
- ☐ Internet/Cable

Confirmation Letter or Email Proof

 Upload File

Property Manager Verification

Water & Sewer Service Audit

Verifying meter integrity, checking for leaks during the transition, and confirming meter serial numbers match municipal records.

Meter Reading Date

Current Water Meter Reading

Current Sewer Meter Reading

Meter Condition Status

- ☐ Good
- ☐ Damaged
- ☐ Tampered
- ☐ Obscured/Inaccessible

Photo of Water Meter Display



Upload File

Visible Leaks or Anomalies Noted

Write something...

Inspector Verification

Electrical & Gas Safety Inspection

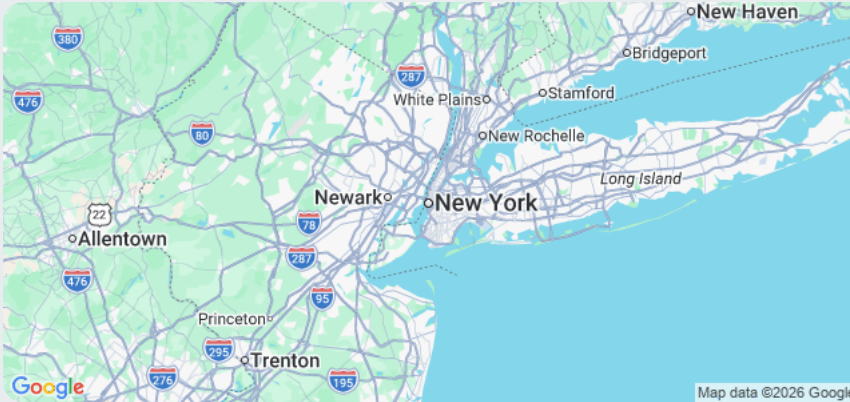
Performing a visual inspection of meters, regulators, and external wiring to ensure all connections are secure and hazard-free during the transfer.

Inspection Date

Enter date...

Meter/Service Panel Location

 [Set My Current Location](#)



Gas Meter Visual Condition

- ☐ Good
- ☐ Corroded
- ☐ Damaged
- ☐ Requires Immediate Repair

Electrical Panel Integrity

- ☐ Secure
- ☐ Exposed Wiring Detected
- ☐ Evidence of Overheating

Gas Meter Reading (Current)

Enter a number...

Electric Meter Reading (Current)

Enter a number...

Safety Observation Notes

Write something...

Photo Evidence of Meter & Panel

 Upload File

Inspector Signature

Trash, Recycling, & Waste Management Setup

Confirming bin counts, frequency of pickup, and ensuring waste service billing is correctly allocated to the property or tenant.

Service Provider Name

- ☐ Waste Management
- ☐ Republic Services
- ☐ Local Municipal Services
- ☐ Other

Number of Trash Bins

Enter a number...

Waste Types Included

- ☐ General Trash
- ☐ Recycling
- ☐ Organic/Compost
- ☐ Bulk Item Pickup

Service Start/Transfer Date

Enter date...

Service Agreement/Contract

 Upload File

Pickup Schedule Notes

Write something...

Financial Reconciliation & Billing Update

Updating the property management software with new account numbers, billing cycles, and ensuring security deposits for utilities are processed.

Billing Cycle Effective Date

Enter date...

New Account Number

Enter a number...

Utility Service Type

- ☐ Electricity
- ☐ Water/Sewer
- ☐ Natural Gas
- ☐ Waste Management

Security Deposit Amount

Enter a number...

Utility Transfer Confirmation Receipt

 Upload File

Property Manager Final Approval

Post-Transfer Confirmation & Record Keeping

Archiving confirmation numbers, final meter photos, and digital receipts for all utility adjustments made during the 2026 transition period.

Transfer Completion Date

Enter date...

Confirmation Reference Number

Write something...

Services Successfully Updated

- ☐ Electricity
- ☐ Water/Sewer
- ☐ Gas
- ☐ Trash/Recycling
- ☐ Internet/Cable

Utility Confirmation Receipt

 Upload File

Property Manager Verification

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✓ Finish

 Generate Sample Report