

## **Important Reminder:**

**Form must be completed, signed, and submitted to the City of Dayton prior to receipt of a Certificate of Occupancy. Form is available on the City's website if an electronic version is needed.**

**Thank you,**

**City of Dayton Staff**



Date: \_\_\_\_\_

Subject: Water Meter Estimation and Install Procedures Upon Closing of Home

Homeowner, \_\_\_\_\_, is aware that there is no water meter and/or radio reader installed in the home located at \_\_\_\_\_ in the City of Dayton. An estimated bill will be calculated based on average usage of other homes within the City of Dayton. Estimated utility bill averages may fluctuate during the year depending on seasonal usages amongst other users on the municipal system.

Estimated utility bills will not be adjusted up or down. Estimated billing will apply until such time that a water meter and radio reader have been installed and an actual utility bill generated from a bi-monthly meter reading.

Once a water meter and/or radio reader is available and you have been notified, you will allow the City of Dayton and its employees access into the home to install the water meter and/or reader within 14 days of such notification. If access is not allowed within the 14-day period, a fee of \$100 per billing cycle (bi-monthly) will be added to the utility bill until the water meter is installed. Fee is subject to increase based on length of time of non-compliance.

The City will notify residents of meter and reader availability by phone, the best number to reach you at is the primary phone number \_\_\_\_\_. An additional number if the primary number is not available is \_\_\_\_\_.

If you have any questions, please call Dayton City Hall at 763-427-4589 or visit City Hall at 12260 S Diamond Lake Rd Dayton, MN 55327.

Thank you for your patience and cooperation.

**Signature (Please Type Name):** \_\_\_\_\_

**Date:** \_\_\_\_\_