

Meter Reading Form — lease attachment

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An inseparable attachment to the tenancy agreement. Fill it in as the keys change hands and have both sides sign. The same sheet is filled in a second time at move-out — a move-in reading is worth nothing on its own; its value comes from being comparable later.

Property address (including unit number)

Landlord full name

Tenant full name

Agreement date

1 · Move-in reading — day the keys are handed over

Meter	Account / supply no	Meter serial no	Reading (move-in)	Date read	Photo
Electricity					☐
Water					☐
Gas					☐
Heat allocator					☐

2 · Move-out reading — written on this same form

Meter	Reading (move-out)	Date read	Difference (out – in)	Who owes the period
Electricity				
Water				
Gas				
Heat allocator				

3 · Separate from the reading — a reading does not replace these

- ☐ Utility accounts transferred into the tenant's name Transfer date:
- ☐ Final bill before transfer paid, receipt kept Amount:
- ☐ At move-out, accounts transferred back / to the next tenant Transfer date:
- ☐ Meter photos taken — serial number and digits legible How many:
- ☐ This form signed in two copies, one held by each side

Notes on the meters (faulty, sealed, inaccessible meter, etc.)

4 · Signatures

	Full name	Date	Signature
Landlord			
Tenant			

Three notes

- The reading day and the key handover day must be the SAME day. Every day in between is consumption nobody can attribute; a meter read three days later bills the tenant for electricity they never used.
- Photograph the meter serial number and the digits in the SAME frame. A photo of the digits alone does not answer the objection "that is not my meter".
- Taking a reading is not transferring the account. They are two separate jobs, and if both are not done the bills keep arriving in the old account holder's name — the meter may be read correctly while the debt still builds up against the wrong person.

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