

Moving?

Please call Customer Service at 651-266-6350 so that we can prepare a special bill for the change in occupancy. In order for us to appropriately bill the person(s) responsible for water used during residency, we need the following information:

For owners:

The new or previous owner should provide:

- a water meter reading taken on the day of closing
- the forwarding address of the previous owner
- the new owner's name and telephone number

For tenants:

You or the owner should call and provide:

- a meter reading taken on the last day of occupancy.
- **If you are moving out:** your forwarding address and the name of the new tenant.
- **If you are moving in:** the name and address of the former tenant.
- the owner's name, address, and phone number.

In some instances, we may ask for additional information to help complete our records on the property.

How to read the meter

You will need a flashlight. The meter is located in the basement of the property, about a foot off the floor. Read the numbers from left to right, like a car odometer. Please report all nine numbers.



Shine a flashlight.

Read all nine numbers, from left to right.

Call Customer Service
651-266-6350
7:30 a.m. - 4:30 p.m.
Weekdays (except holidays)





1900 Rice Street
Saint Paul, MN 55113-6810