# Instructions: Step 1

Flush meters are distributed on a first-come, first-served basis. Meters are not always readily available. Please email, fax, or bring this signed form to City Hall in addition to a request on company letterhead which includes the following information:

1. Where the meter will be located (physical address).
2. The purpose of the water usage.
3. Approximate length of time the meter will be used.
4. The name and contact phone number of the person who will be responsible for the meter while it is checked out.
5. The mailing address for the bill, if than the physical address.
6. Federal Tax ID number or Social Security Number.
7. Photo ID

Include on the subject line of your email or fax: “**HYDRANT FLUSH METER REQUEST**”

 Fax: (**405) 771-3228**

# Step 2

Once your request is received and a meter is available, you will be provided with the account number and details on how to pay the **$1,000 Security Deposit per meter**. Submit a separate request for each flush meter.

# Step 3

You will be contacted to pick up the meter once the Security Deposit has been received.

The Hydrant Flush Meter is portable and is susceptible to theft if left unattended. **The meter must be brought into City Hall for monthly readings between the 13th and the 15th of the month (Mon-Fri 8am-5pm). Extensions currently are not possible due to the billing cycle. In the event that the meter is not brought in, a penalty charge of $50 will be applied to the bill.** If the meter is lost or stolen, the deposit will be retained and there will be a consumption charge added for estimated water use. The rate scale for water usage on the Hydrant Flush Meter is as follows:

|  |  |
| --- | --- |
| 0-1,000 | $44.88 |
| 1,001-10,000 | $0.0044 per gallon |
| 10,001-20,000 | $0.0048 per gallon |
| 20,001-1mil | $0.00503 |

**I have read and understand all the information above. I understand that I am financially responsible for all charges incurred.**

|  |  |
| --- | --- |
| Customer Name: (please print)  | Date:  |
| Address:  | Contact Phone Number:  |
| Customer Signature:  |  |