

FINAL NOTICE

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Street Address]

Subject: FINAL NOTICE - Transition from Flat Fee to Submetered Billing

Dear Resident,

This letter serves as the final notice regarding the transition of your utility billing. As previously communicated on [Date of First Notice] and [Date of Second Notice], your unit is moving from a flat monthly utility fee to a submetered billing system based on your actual consumption.

Transition Details:

- **Final Flat Fee Payment:** [Date of Last Flat Fee Payment]
- **Submeter Activation Date:** [Date]
- **First Submetered Invoice Due Date:** [Date]

Starting on [Date], you will no longer be charged a flat rate of \$[Amount]. Instead, your utility usage for [Water/Electric/Gas] will be measured by the submeter installed in your unit. You will receive an invoice each month reflecting your actual usage plus any applicable administrative fees as outlined in your lease agreement.

Action Required:

No action is required on your part regarding the hardware installation. However, we recommend checking your faucets and appliances for leaks to ensure your first metered bill is as low as possible.

If you have any questions regarding this transition or how to read your new bill, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Management Name]

[Property Name]