

**Date:** [Date]

**Property Address:** [Property Name/Address]

**Resident Name:** [Resident Name]

**Unit Number:** [Unit Number]

# NOTICE: FIRST INFORMATIONAL UTILITY STATEMENT

Dear Resident,

As previously communicated in your lease agreement, [Property Name] has installed a submetering system to accurately measure the [Water/Electric/Gas] consumption for your individual unit. This letter serves as your **first informational utility statement**.

**Important: This is not a bill.** You do not owe any payment for this specific statement. The purpose of this notice is to familiarize you with the format of your future utility bills and to show your current consumption patterns before actual billing begins.

## Statement Summary:

- **Usage Period:** [Start Date] to [End Date]
- **Meter Reading (Start):** [Start Reading]
- **Meter Reading (End):** [End Reading]
- **Total Consumption:** [Usage Amount] [Units, e.g., Gallons/kWh]
- **Estimated Cost (For Reference Only):** \$[0.00]

Your first actual bill for which payment is required will be issued on [Date of First Real Bill]. At that time, you will be able to pay your utility charges through the [Online Portal Name/Office/Payment Method].

Submetering allows you to control your own costs by managing your personal consumption. If you have any questions regarding this statement or the submetering process, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Management Name]

[Property Name]