

Date: [Insert Date]

To: All Residents of [Insert Property Name]

Subject: IMPORTANT: Notice of Transition to Utility Submetering

Dear Resident,

This letter serves as formal notification that [Insert Property Name] will be transitioning to a utility submetering system for [Insert Utility Type - e.g., Water/Electric/Gas] services. Currently, these costs are [Insert current method - e.g., included in your rent / split via a flat fee].

Why is this change happening?

Submetering allows for fair and accurate billing based on your actual individual consumption. This promotes conservation and gives you direct control over your monthly utility expenses.

What to expect:

- **Equipment Installation:** Technicians from [Insert Company Name] will be onsite on [Insert Date] to install individual meters. You will receive a separate notice if entry to your unit is required.
- **Billing Changes:** Starting on [Insert Date], you will receive a monthly statement reflecting your specific usage.
- **Payment:** Utility payments will be made to [Insert Company Name or Management Office] and will be due on the [Insert Day] of each month.

Lease Agreement:

This transition is being conducted in accordance with your lease agreement and local utility regulations. Your base rent will be adjusted as follows: [Insert details regarding rent reduction or fee removal, if applicable].

We are committed to making this transition as smooth as possible. If you have any questions regarding the installation or the new billing process, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager]
[Property Management Company]
[Contact Information]