

Date: [Insert Date]

To: All Residents/Tenants

Property: [Insert Property Name/Address]

Unit: [Insert Unit Number]

NOTICE OF SUBMETER EQUIPMENT INSTALLATION

Dear Resident,

Please be advised that [Management Company/Property Owner] will be installing submetering equipment for [Water/Electric/Gas] services in your unit.

Installation Schedule:

- **Date:** [Insert Date]
- **Time Window:** [Insert Time, e.g., 9:00 AM - 5:00 PM]

Purpose of Installation:

The installation of these submeters will allow for accurate measurement of individual utility consumption. This initiative is designed to promote conservation and ensure that residents are only billed for the utilities they personally use.

Access to Unit:

Authorized technicians from [Company Name] will require access to your unit to perform the installation. You do not need to be present, but please ensure that any pets are secured and that the area around the [Insert Location, e.g., water heater/utility closet] is clear of personal belongings.

Billing Changes:

Following the installation and a synchronization period, you will begin receiving utility bills based on your actual usage. Further details regarding the billing cycle and payment methods will be provided in a separate notice.

If you have any questions or need to reschedule due to a specific conflict, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]