

Date: [Date]

To: [Resident Name]

Address: [Unit Number / Street Address]

Subject: Instructions for Utility Account Registration

Dear Resident,

Welcome to your new home. To ensure uninterrupted utility services, you are required to register your personal utility account for this address. Please follow the instructions below to complete your registration.

1. Utility Provider Information

Provider Name: [Utility Company Name]

Service Type: [e.g., Electricity/Water/Gas]

Website: [Website URL]

2. Registration Steps

- Visit the provider website listed above or call [Phone Number].
- Select "Create New Account" or "Move-In Request."
- Enter your service address: [Full Property Address].
- Provide your move-in date: [Move-in Date].
- Input your personal contact and billing information.

3. Required Documentation

You may need the following items to complete the process:

- Government-issued ID.
- Social Security Number (for credit verification).
- A copy of your lease agreement (if requested).

4. Deadline

Please complete this registration by [**Deadline Date**]. Failure to set up your account may result in a disconnection of service or additional administrative fees.

Once you have received your account number, please provide it to the management office for our records.

If you have any questions, please contact the management office at [Office Phone Number].

Sincerely,

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