

Date: [Date]

Property Address: [Property Address/Unit Number]

Tenant Name(s): [Tenant Name(s)]

RE: Notice of Lease Addendum - Submetered Utility Billing

Dear [Tenant Name],

This letter serves as a formal addendum to your Residential Lease Agreement dated [Original Lease Date]. This addendum outlines the procedures for the measurement and billing of utilities via submetering equipment installed at your residence.

- 1. Utility Submetering:** The Landlord has installed submetering equipment to measure the Tenant's actual consumption of [List Utilities, e.g., Water, Electricity, Gas].
- 2. Billing Process:** Tenant agrees to pay for all usage recorded by the submeter. Bills will be issued [Monthly/Quarterly] by [Landlord Name or Third-Party Billing Company].
- 3. Payment Terms:** Utility payments are due within [Number] days of the postmark date or electronic delivery of the bill. Failure to pay utility charges shall be considered a breach of the Lease Agreement, and Landlord may pursue remedies as permitted by law.
- 4. Administrative Fees:** A monthly administrative fee of \$[Amount] will be applied to cover the costs of meter reading and statement processing.
- 5. Maintenance:** Tenant agrees not to tamper with, disconnect, or alter the submetering equipment. Any malfunction should be reported to management immediately.

All other terms and conditions of the original Lease Agreement remain in full force and effect. Please sign and return a copy of this letter to acknowledge your receipt and agreement.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]

Tenant Acknowledgment:

Signature: _____ Date: _____

Print Name: [Tenant Name]