

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

Notice of Utility Submetering Implementation

Dear Resident,

This letter is to inform you of a change regarding how utilities are billed at [Property Name]. To ensure fair and accurate billing based on actual individual consumption, we will be transitioning to a utility submetering system for [Type of Utility: e.g., Water/Electricity/Gas].

What is Submetering?

Submetering involves the installation of individual meters for each unit. This allows us to measure your specific usage rather than dividing the total building cost among all residents.

Effective Date

The new billing system will begin on [Start Date]. Your first statement based on submetered usage will arrive on or around [First Bill Date].

Key Changes:

- **Installation:** Maintenance staff will enter your unit to install the meter on [Installation Date] between the hours of [Time].
- **Billing:** You will no longer pay a flat fee. You will be billed monthly for exactly what you consume.
- **Provider:** Bills will be issued by [Management Company Name or Third-Party Billing Company].

Submetering gives you more control over your monthly expenses, as residents who conserve energy or water will see lower monthly bills.

If you have any questions regarding this transition, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Property Management Company]