

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number]

RE: NOTICE OF NON-COMPLIANCE - UTILITY TRANSFER

Dear [Tenant Name],

This letter serves as a formal notice regarding your lease agreement for the property located at [Property Address]. According to the terms of your lease, specifically Section [Section Number], all utility accounts must be transferred into your name as of the lease commencement date, [Start Date].

Our records indicate that the following utility services have not yet been transferred:

- [Utility Type: e.g., Electricity]
- [Utility Type: e.g., Water/Sewer]
- [Utility Type: e.g., Gas]

Failure to transfer these utilities is a violation of your lease agreement. To regain compliance, you must contact the service providers immediately to establish an account in your name. Once completed, please provide proof of transfer to the management office by [Deadline Date].

Please be advised that if the utilities are not transferred by the date mentioned above, the current accounts may be disconnected, and you may be charged for any utility usage billed to the landlord during your occupancy, plus an administrative fee of \$[Amount].

If you have already transferred these services, please disregard this notice and provide us with the confirmation details for our files.

Sincerely,

[Landlord/Manager Name]

[Property Management Company]

[Phone Number]

[Email Address]