

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Property Address]

Subject: Reminder: Utility Service Transfer Requirement

Dear [Tenant Name],

This is a reminder regarding the transfer of utility services for your upcoming move-in on [Move-in Date].

As per your lease agreement, you are responsible for establishing accounts in your name for the following services effective as of your lease start date:

- Electricity: [Provider Name/Phone]
- Water/Sewer: [Provider Name/Phone]
- Gas: [Provider Name/Phone]
- Trash/Recycling: [Provider Name/Phone]

Please contact these providers immediately to ensure services are active and billed to you. Failure to transfer utilities by [Deadline Date] may result in service interruption or additional administrative fees as outlined in your lease.

Once you have completed the transfers, please provide your account numbers or confirmation details to our office at [Email Address/Phone Number].

If you have already completed these transfers, please disregard this notice.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]