



UTILITY INTERRUPTION NOTICE



DATE _____ PROPERTY NAME / NUMBER _____
 RESIDENT NAME(S) _____

 UNIT NUMBER _____ STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____

This is to notify you of a utility interruption that may affect this building and/or your unit during the following times **(all of which are approximate)**:

Starting SAMPLE at SAMPLE and completed by SAMPLE at SAMPLE
DATE TIME (am / pm) DATE TIME (am / pm)

Utilities affected:

Water Hot water Electric Gas Cable/Internet Other SAMPLE

Reason for interruption:

SAMPLE

Actual notice of the utility interruption has been given to Resident as follows:

- Verbally to Resident at SAMPLE on SAMPLE or SAMPLE
TIME (am / pm) DATE DATE
- Left message on Resident's answering machine at SAMPLE on SAMPLE or SAMPLE
TIME (am / pm) DATE DATE
- Notice posted on door of unit at SAMPLE on SAMPLE or SAMPLE
TIME (am / pm) DATE DATE
- Notice mailed to Resident by first class mail on SAMPLE (add 3 days for mailing only) or SAMPLE
DATE DATE
- Notice given by other method allowed by written rental agreement at SAMPLE on SAMPLE
TIME (am / pm) DATE DATE

Identify method: SAMPLE

We appreciate your understanding and cooperation.

SAMPLE OWNER/AGENT SAMPLE SAMPLE
 ADDRESS SAMPLE
SAMPLE
 TELEPHONE _____
 EMAIL _____