



# 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

SAMPLE

OWNER/AGENT  SAMPLE SAMPLE  
 ADDRESS SAMPLE  
SAMPLE  
 TELEPHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_