

Electric Meter Reading Submission Guidelines for Tenants

Dear Tenants,

As part of the monthly billing process, we require all tenants to submit their electric meter readings. Please follow the guidelines below to ensure accurate billing:

Submission Deadline

Please submit your electric meter reading by the **5th of each month**.

How to Read Your Meter

1. Locate your electric meter, typically found outside your residence.
2. Note the numbers displayed on the meter, ignoring any red digits.
3. Write down the reading in the format: **xxxx** (four digits).

Where to Submit Your Reading

Your meter reading can be submitted via:

- Email: management@example.com
- Online Portal: example.com/portal
- Drop box located at the leasing office.

Contact Information

If you have any questions or concerns, please contact the management office at:

Phone: (123) 456-7890

Email: info@example.com

Thank you for your cooperation!

Sincerely,
Property Management