

Utility Charge Summary Sheet

Property Name

Unit / Lot Number

Billing Period

Occupant Name

Account Number

Utility Type	Usage (Units)	Unit Rate	Charge	Notes
Electricity	_____	_____	_____	_____
Water	_____	_____	_____	_____
Gas	_____	_____	_____	_____
Other	_____	_____	_____	_____

Subtotal

Tax / Fees

Total Due

Remarks / Notes

Prepared By

Date