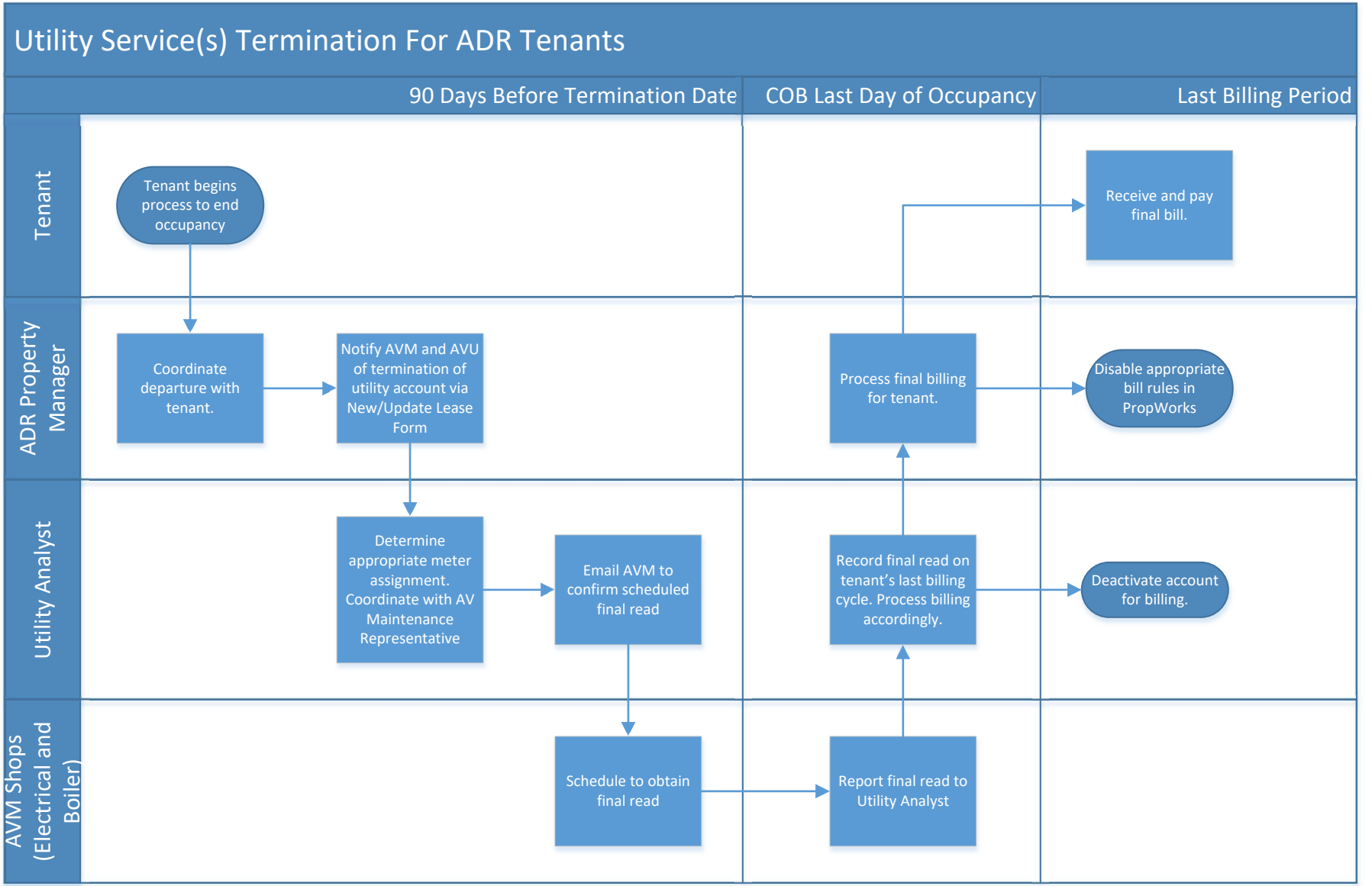
Utility Service(s) Termination For ADR Tenants
90 Days Before Termination Date
COB Last Day of Occupancy
Last Billing Period
Tenant
ADR Property Manager
Utility Analyst
AVM Shops (Electrical and Boiler)
Tenant begins process to end occupancy
Coordinate departure with tenant.
Notify AVM and AVU of termination of utility account via New/Update Lease Form
Determine appropriate meter assignment. Coordinate with AV Maintenance Representative
Email AVM to confirm scheduled final read
Schedule to obtain final read
Report final read to Utility Analyst
Record final read on tenant's last billing cycle. Process billing accordingly.
Process final billing for tenant.
Receive and pay final bill.
Disable appropriate bill rules in PropWorks
Deactivate account for billing.