



October 30, 2017

Dear Tenant:

This letter is to inform you of policy changes that may impact your Town of Erie Utility Billing Account as of January 2018.

**Property Owners will be the Account Holder**

As of January 2018, accounts will only be set up in the landlord's name. Existing accounts that are currently in a tenant's name will be transitioned to the landlord's information in January 2018. If the landlord would like for you to receive a copy of the bill, you can be added as an additional contact on the account.

Please note that as a result of this change, you will have a new account number and will need to update your account number if you make online payments, are currently set up on autopay either through the Town or through your bank, or if your bank mails a check each month on your behalf. The new account number will be shown on your January bill.

**Payment Arrangements will not be made without the Property Owner's Consent**

As of January 2018, payment arrangements will not be made for tenants without authorization from the property owner.

If you have any questions regarding these changes, please do not hesitate to contact the Utility Billing Department at 303-926-2700.

Thank you,

A handwritten signature in black ink, appearing to read "Lori Wisner", is written over a light blue horizontal line.

Lori Wisner  
Customer Service Supervisor  
Town of Erie  
303-926-2756  
lwisner@erieco.gov