

IMPORTANT UTILITY NOTICE FOR
Village Court Apartments Tenants
PLEASE READ AND REPLY

January 2020

Dear Village Court Apartments Tenants,

Fair Energy Submetering Company, LLC has installed electric meters at The Village Court Apartments and will send you a monthly bill for those utilities. This letter has two purposes: It will explain the charge line on your bill, and it will give you a way to set up your utility account. Please take a moment and let us know what kind of billing service you prefer.

Billing with Fair Energy: Our billing system is online for your convenience, but we also provide the service in the US Mail. You can access your bills online from any place at any time. You can download and archive all of your bills. You can even pay the bill online if you don't mind the convenience fees charged by the bank. Please let us know how you would like to be billed.

The type of billing I prefer is circled below. Please return this page to us via email or U. S. Postal Service.

Option 1: E-Billing:

Set up your ONLINE Account. Please send an email to Shai Steele at ShaiSteeleFairEnergy@gmail.com She will send you an email that provides a link to complete the online set-up in our billing software called UtilityTrakR by Starnik. You will receive an email each month advising you a new bill is posted to your online account. You may pay the bill by mailing a check, using a credit card or Echeck in the Starnik system or setting up auto-pay with Fair Energy.

Option 2: Auto-Pay with E-Billing:

Please print your email address: _____ ;
complete the application on the last page and send it to us with a voided check, and your bill will be paid automatically by drawing funds from your checking account on the due date of the invoice. The E-Billing process above will also occur. We will save paper, you will save postage, convenience charges, and see that your invoices are timely paid on your Online Account.

Option 3: Paper Bill by US Mail, Send a Check.

There is nothing to send to us if you want this option. Make a check payable to Fair Energy Submetering Co and mail it to **PO Box 270368, Louisville, CO 80027**. Please allow time for the check to reach us to avoid being late. To avoid paying postage each month, we recommend you use Options 1 or 2.

Explanation of Utility Charges at The Village Court Apartments

Electricity: Each unit has an electric meter for energy used inside the home. Your bill will show how many Kwh (kilowatt hours) of electricity used and the rate per kilowatt hour.

If you have questions about your bill: Billing@fairenergysubmetering.com

If you have other questions, please write to me at: FairEnergySub@gmail.com

Sincerely,

Jimmy Dunn

Owner, Fair Energy Submetering Company

Niwot, Colorado

Billing Office: Louisville, Colorado

**AUTHORIZATION FOR ELECTRONIC TRANSFER
OF FUNDS FOR UTILITY METERING CHARGES**

The Village Court Apartments

Please be advised that your account must be current before we can initiate transfers. If there are any outstanding amounts, indicate your preference below. You may reach us via any of the contacts listed below for the current status of your account.

___ *I am enclosing payment for all outstanding amounts.*

___ *I authorize Fair Energy Submetering to withdraw sufficient funds from my bank account to bring my Fair Energy Utility account to a zero balance.*

Fair Energy Submetering Company is enrolled in the First Bank Electronic Transfer program for payment of utility charges. If you wish to participate in the program, fill out the information requested below. This letter is authorization for Fair Energy Submetering Company to withdraw the amount of your utility charges from the account identified below on a monthly basis. This authorization is to remain in full effect until Fair Energy Submetering has received written revocation.

Please attach a voided check to provide the bank name, bank routing number, and your account number. We cannot accept authorizations without the voided check.

NAME: _____

UNIT ADDRESS _____

MAILING ADDRESS (If different from unit address)

I authorize Fair Energy Submetering Company to arrange for electronic transfer of funds monthly from my checking account as specified herein.

Signature

Date

PLEASE RETURN WITH A VOIDED CHECK TO:

Fair Energy Submetering Company, P.O. Box 270368, Louisville, CO 80027