



January 25, 2019

Dear Sirs:

Per our records, you are the owner of a property with multiple units. We are in the process of updating our procedures for monthly utility billing of multiple occupied/unoccupied units. Billing procedures for properties with multiple units are outlined in City Code Section 13.48.010. The code can be found on the city website (www.ci.craig.co.us).

For your bill to reflect only the number of units occupied, we will need to have you complete the attached form and send it to us each month before the 20th. If you do not provide us with an updated number of occupied units by this time each month, the bill will default back to the maximum number of units available at the service address. Billing adjustments for forms not received timely will not be made.

A PDF form is available on the city website (www.ci.craig.co.us) that can be downloaded and emailed monthly to finance@ci.craig.co.us. The form is also available at City Hall. As a courtesy we will be sending out a reminder email each month, that has the form attached. For those who want to get put on the electronic distribution list, please include your email on the form.

We appreciate your assistance in this matter. If you have any questions, please contact our office.

Sincerely yours,

Bruce M. Nelson
Finance Director