

Request for Utility Bills

Landlord

Street Address

City, State, Zip

I, _____, reside at your property located at
(Print tenant's name)

(Address, city, state, zip)

As you know, I reside in a “shared-metered residential building” because my
_____ bill(s) is/are based on a meter that
(Name utility service(s) such as electricity, water, natural gas, etc.)
measures my unit plus other units or common areas. I am writing to inform you that
Minnesota Statute § 504B.216 Subdivision 5(c) requires landlords at such a building to
provide current and past copies of actual utility bills to tenants upon request.

Pursuant to this statute and the terms of our lease agreement, I am requesting copies of
the actual utility bills for the address listed above during the periods of my tenancy
during which I received an apportioned utility bill. Please also send utility bills for the
preceding two years or the time since you acquired the building if less than two years.

Please send me the copies within 14 days.

Signature

date