



We will be stopping by to take a **READING.**

Please be prepared for our visit.



Reading/Service:

Heat cost allocator



Water meters



Heat meters



Smoke alarms



On behalf of: Landlord/Management

Musterverwaltung
Verwaltungsstraße 12
12345 Musterstadt

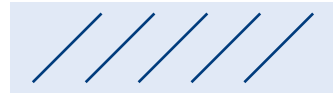
Property no.

ABC-12345-6

When?



In the period between



and



o'clock

o'clock

Where?

Musteradresse
Musterstraße 23
12345 Musterstadt

Please ensure that access to your flat and the meters is freely accessible during the specified time. (i.e. from the beginning to the end of the work)



Affects all tenants!



Concerns the floors from

to

To protect your health and the health of our employees, the following measuring concerning conduct and hygiene apply:

- Our employees wear mouth-nose protection and adhere to maintaining a safe distance of 1.5 m. We would like to ask you to also wear mouth-nose protection during the service appointment and to observe the distance.
- Confirmation of conducting the reading via signature is not required.
- The appointment is generally only made by mutual agreement between staff member and tenant. Please instruct our staff if you do not wish to have the reading carried out.
- Should you be in quarantine or exhibit symptoms of illness, please refuse a reading. In such a case, staff are advised not to enter your home.



Company conducting the readings

Musterunternehmen
Unternehmensweg 53
12345 Musterstadt

Dear Tenant,

Your landlord/property manager has commissioned us to carry out the aforementioned work in your flats. You will help us greatly if you observe the following on the announced date:

- Should you not be able to be present in person, please grant us access by a person of your choice.
- Individual appointments are subject to a charge due to the additional single journey.
- We are not allowed to move any furniture, cladding or other objects due to liability reasons.
- For those devices which cannot be read, consumption will be estimated in accordance with the Heating Costs Ordinance.
- We are not authorised to answer questions about meter reading or billing. Please contact your landlord or the responsible property manager.
- Please note that we can never completely rule out shifts in the times of readings. Should the work be finished earlier, our staff will also leave the building earlier.

Thank you for your understanding.