### Information to Manage When Managing Utility Contracts in a US Apartment Building

Managing utility contracts is a crucial part of operating an apartment building. Tracking and managing these contracts ensures that residents always have access to the necessary utilities with good quality and reasonable prices.

Here is the specific information to manage:

#### Contract Information

* **Utility type:** Electricity, water, gas, internet, cable TV, garbage...
* **Provider:** Company name, contact person, contact information.
* **Contract number:** Unique number to identify each contract.
* **Start and end date:** Effective period of the contract.
* **Rate:** The amount to be paid monthly, quarterly, or annually.
* **Payment terms:** Payment method, payment deadline.
* **Special terms:** Special terms and conditions of the contract (e.g., late fees, termination conditions).

#### Utility Usage Information

* **Consumption level:** Monthly consumption of electricity, water, gas for the entire building.
* **Cost allocation:** How to allocate costs to each unit (e.g., by area, by number of people).
* **Issues:** Utility-related issues (e.g., power outages, equipment failures).

#### Payment Information

* **Payment history:** Paid bills, outstanding payments, penalties (if any).
* **Payment method:** Online payment, bank transfer, check.
* **Discounts, promotions:** Offers provided by the supplier.

#### Changes

* **Changing providers:** When changing utility providers.
* **Changing rates:** When there is a change in the price of utility services.
* **Changing contract terms:** When there is a change in the terms of the contract.