

LANDLORD PREAUTHORIZATION AGREEMENT

This completed agreement and payment of appropriate fees are necessary to establish your Landlord Preauthorization Agreement. Your signature also indicates that you have agreed to the conditions printed on the back side of this application.

#1 Applicant Name _____ **SS#** _____ **Birthdate** _____
First Middle Last (or Tax ID#)

Home Phone _____ Work Phone _____ Cell Phone _____ Email address _____

#2 Applicant Name _____ **SS#** _____ **Birthdate** _____
First Middle Last (or Tax ID#)

Home Phone _____ Work Phone _____ Cell Phone _____ Email address _____

Service address(es) covered by this agreement:

Address	Unit#	Heat Provided	Service Location #	Cost
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		

(For additional services, please use attached form.)

I am authorized to sign this agreement as: Owner Property manager Other _____

This agreement is a contract between East Central Energy and the applicant(s) listed. The applicant agrees to be responsible for payment of electric bills in any residence owned and/or managed by the applicant. Should the applicant not require the tenant to transfer electric service into the tenant's name, and chooses to keep service in applicant's name, the applicant accepts responsibility. I have read the conditions of this Landlord Preauthorization Agreement as printed on the reverse side of this form and hereby agree to comply with same. I am of legal age, and I have the legal authority to sign this document.

Signature _____ **Date** _____

Owner/Authorized party (Please indicate your title/official position if you are signing on behalf of an organization or business entity.)

For office use only.

Date Received _____ Initials _____ POS # _____ Member Number _____

Mail completed form to: East Central Energy, P.O. Box 39, Braham, MN 55006-0039

Fax completed form to: 763-689-8021

Landlord Preauthorization Agreement and Annual Fees

A signed Landlord Preauthorization Agreement between East Central Energy (ECE) and a landlord will allow ECE to leave an electric service connected and, without further notice, transfer the billing into the landlord's name between tenants. This will be done when ECE has not been instructed to immediately transfer said account into another tenant's name when the current tenant moves out.

The intent of this agreement is to maintain continuous electric service and assign responsibility for energy used to the landlord when the unit is unoccupied. The landlord is responsible to verify electric service has been transferred.

An additional benefit to the landlord is the ability to pay a pre-determined annual fee instead of a service charge each time a service transfer occurs.

A single meter, serving multiple tenants or providing a service benefitting multiple units, must remain in the landlord's name.

A. **Annual fees**

ECE will charge \$5 per unit annually for apartment complexes, duplexes, triplexes and similar multiple-unit rental properties.

ECE will charge \$10 per unit annually for single-family homes.

B. **Application of fees**

Fees will be reviewed and applied annually from the date of the signature on the Landlord Preauthorization Agreement form.

C. **Discontinuation of agreement**

1. A landlord may opt out of the preauthorization agreement at any time with written notification, or by calling ECE.
2. ECE may discontinue agreement should the landlord fail to pay the appropriate annual fees by the due date or at any time with a thirty (30) day written notice to the landlord.
3. Should the agreement be terminated by either party, said rental property will be subject to standard service transfer fees and other charges as per ECE Board Operating Policy P-4, Equipment, labor and miscellaneous charges.
4. Should the agreement be terminated by either party, service to unoccupied rental units will be disconnected unless the landlord communicates his/her intent to accept responsibility for the account prior to the date the tenant requested disconnection. In this case, a service charge will apply when the service is transferred into the landlord's name.

D. **Disconnection and data privacy**

1. Should a tenant's service be disconnected for non-payment, the landlord is not alerted unless tenant has returned (completed and signed) *Third-Party Notification* form. An automatic transfer to the landlord will not occur when a tenant is disconnected for non-payment.
2. ECE is not liable for any damages incurred at the property due to a loss of power at the address. In the event the tenant does not make sufficient payment to reconnect service, the tenant's account will be closed. The landlord may incur reconnect charges based on ECE Board Operating Policy P-4, Equipment, labor and miscellaneous charges.
3. The Landlord Preauthorization Agreement does not supercede data privacy laws.
4. A Landlord Preauthorization Agreement does not give the landlord the right to request disconnection of an electric service that is in a tenant's name.



East Central Energy

Complete and return.
Please print.

Member Name: _____

Please list all addresses to be included in the Landlord Preauthorization Agreement.

Address	Unit#	Heat Provided	Service Location #	Cost
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
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		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
		<input type="checkbox"/> yes <input type="checkbox"/> no		
Total # of homes - \$10/unit				
Total # of apartments - \$5/unit				
Total cost			\$	

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eastcentralenergy.com

1.800.254.7944
Rev. 04/16