**Utilities Outlined for Landlords**

**PECO**

Please do not stop service on your property as it can take up to two weeks to get service back on. We will verify with PECO that the tenants have set up their account for your property prior to moving them in. Instead of stopping service, we have you fill out the form on the following page that allows the power to automatically revert back to your name as soon as the tenants vacate.

Please fill out the PECO application on the following pages and **send directly to PECO at**:

**Fax to: PECO @ 215-841-3602**

**Mail to: PECO, Back Office**

 **2301 Market Street, N4-3**

**Philadelphia, PA 19101**

**Water Bill**

Since the water bill cannot be put in the tenant’s name (it will cause a tax lien if goes unpaid), we have the Landlord have all bills sent directly to their mailing address. We have you pay the bill and send a copy/printed receipt to BMG. Please make sure you write PAID on the bill and send to:

**Email to:** **AP-Philly@baymgmtgroup.com**

**Fax to: 267-200-0501**

**Mail to (corporate office): Bay Management Group**

 **1114 St. Paul St. Suite 1A**

 **Baltimore, MD 21202**

Dear Landlord,

We were recently notified that you would prefer to have electric and/or natural gas service placed in your name when your tenant calls to stop service at your property or properties. This will prevent the service from being shut off between tenants. To do this, we require written authorization to continue service during this time. **Please complete the authorization form found on the second page of this mailing and return it to:**

 **Fax to: PECO @ 215-841-3602**

**Mail to: PECO, Back Office**

 **2301 Market Street, N4-3**

**Philadelphia, PA 19101**

Completion and submission of this form will authorize PECO to automatically transfer the account(s) into your name without interruption of service when a tenant requests the service to be shut off. Please be aware that this will not apply to service interrupted for:

* Non-payment. Once service is interrupted for non-payment a new application for service is required.
* An unsafe condition or tampering with PECO’s equipment. A new application is required and if applicable an electric underwriter’s certificate is required.

A transfer fee of $6.00 will be applied each time the service is placed back into your name.

If the account (while it is your name) becomes past due or has an unpaid balance the agreement may be voided and you will need to re-apply.

If at any time in the future you wish to cancel this request, you must notify PECO.

If you have any questions regarding this form or the agreement, please contact PECO at 1-800-494-4000.

Thank you,

PECO Customer Care

**Request For Landlord Agreement**

I, the landlord will assume the responsibility of the **Electric/Gas** service at the following address after the tenants request the service be taken out of their name.

* I understand the account will stay in my name until a new tenant applies or I sign the appropriate papers stating the property is vacant and termination will not affect anyone.
* I understand PECO has the right to terminate service for non-payment and safety issues
* I understand the tenant must transfer service into their name before they occupy the property
* I understand I will be billed a $6.00 transfer fee each time the service is placed back into my name.
* I understand if the account becomes delinquent while in my name the Landlord Agreement can be voided and I will need to re-apply.
* I understand it is my responsibility to update PECO on any changes to the mailer and contact information for all accounts under the landlord agreement
* I understand final bills must be paid by the due date or the balance will automatically be transferred to another active account
* I also understand that if I wish to cancel this order I will need to contact PECO and specifically request the Landlord Agreement be removed from the account. This request applies only to the property(s) listed below; I will contact PECO if I want to add additional properties in the future.

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner Name:** |  | **Social Security #:** |  |
| **Address(s) to be coded:** |  |
|  |
| **Address bills to be mailed:** |  |
|  |
| **Telephone Number:** |  |
| **Signature:** |  |