# **Riverland Energy Cooperative**

## Arcadia, Wisconsin

### **Policy #100**

**SUBJECT:** Landlord Pre-authorization Agreement

**OBJECTIVE:** To obtain a signed Landlord Pre-authorization Agreement between Riverland

Energy Cooperative and a landlord.

**POLICY:** The intent of this agreement is to maintain continuous electric service and

assign responsibility for energy used to the landlord when there is no tenant

accepting that responsibility.

PROCEDURE: The Cooperative will contact Landlords and submit to them the "Landlord

Pre-authorization Agreement". A signed Landlord Pre-authorization Agreement between Riverland Energy Cooperative and a landlord will allow Riverland Energy Cooperative to leave an electric service connected and transfer the billing into the landlord's name between tenants. This will be done when Riverland Energy Cooperative has not been instructed to immediately transfer said account into another tenant's name when the current tenant moves out. The account will not be transferred into the tenant's name

until we receive the signed membership form from the tenant.

Riverland Energy Cooperative will waive the records fee to the landlord upon

signature of this agreement.

The landlord agrees that once the renter vacates the premise the landlord will notify Riverland Energy Cooperative that the tenant has moved out. The service will automatically be put into the landlord's name, unless the landlord notifies Riverland Energy Cooperative of a new tenant moving in. The landlord will be responsible for the electric service until Riverland Energy Cooperative receives the signed membership form from the new tenant.

(A copy of the Landlord Pre-Authorization Agreement is attached.)

**RESPONSIBILITY:** Billing Representatives and Member Services Manager.

Adopted: December 22, 2005 Reconfirmed: July 30, 2007 Revised: February 28, 2011 Revised: October 27, 2014 Reconfirmed: October 30, 2017 Reconfirmed: October 26, 2020

#### RIVERLAND ENERGY COOPERATIVE

#### LANDLORD'S AGREEMENT

I, as landlord/owner of the following properties, agree that once a tenant vacates the premise(s), service will automatically be put into my name, unless I notify Riverland Energy Cooperative of a new tenant moving in. Also, I will notify Riverland Energy Cooperative when a tenant moves out. As landlord, I will be responsible for the electric service until Riverland Energy Cooperative receives the signed membership form from the new tenant.

It is agreed between Riverland Energy Cooperative and myself that the records fee charged on this rental property will be waived upon signature of this agreement.

Name (Please Print)	Telephone (Home/Cell
Ivalile (Flease Fillit)	reichnoue (trome/cen
Address (Street, City, State, Zip)	Telephone (Work)
Signature	Date
Signature	Date
Properties covered by agreement:	
Service Address & Apt Numbers	City/State/Zip

Member/Landlord(s)

<sup>\*</sup>Please attach separate sheet if additional space is needed.