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# Riverland Energy Cooperative

## Arcadia, Wisconsin

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### 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](#)

