



## BILLING OF VACANT RENTAL PROPERTY AGREEMENT

Landlord Company Name \_\_\_\_\_  
 Landlord Contact Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Title \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_  
 Contact Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

Management Company Name (if applicable) \_\_\_\_\_  
 Management Company Contact Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Title \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_  
 Contact Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

Billing Address (if different) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

### Description of Agreement Options

#### Automatic Turn On Option (ATO)

As landlord/property manager ("Landlord") for the following properties, I hereby request service pursuant to the Billing of Vacant Rental Property Agreement under which Xcel Energy will provide and bill rental unit(s) electric and/or gas service during periods of tenant vacancies, as notified by either Tenant or Landlord (if the Tenant has signed the Tenant Application for Landlord to Start/End Service). Landlord accepts responsibility for payment of all Xcel Energy electric and/or gas billings for rental unit(s) during periods of vacancy for the attached addresses.

Accurate and current information is imperative to insure no interruption of service. Failure to notify Xcel Energy in writing of the sale or ownership transfer of facilities within three business days may result in Late Payment Charges and/or billing may revert to the Landlord of record. The Agreement must be fully completed and faxed (1-800-892-0343) or mailed (Xcel Energy, Attn: Landlord Agreement Team, PO Box 8, Eau Claire, WI 54702-0008).

#### Lock on Disconnect Option

As a landlord/property manager ("Landlord") for the following properties, I hereby request service pursuant to the Billing of Vacant Rental Property Agreement. When a vacancy occurs, Xcel Energy will disconnect service and subsequently reconnect service when notified by the Landlord or Tenant at the attached rental units. I understand I will be assessed disconnect and connect charges for these facilities as applicable. Landlord is advised that unless the facility is properly weatherized for all conditions, the Lock on Disconnect option may endanger health and/or result in property damage.

Accurate and current information is imperative to insure no interruption of service. Failure to notify Xcel Energy in writing of the sale or ownership transfer of facilities within three business days may result in Late Payment Charges and/or billing may revert to the Landlord of record. The Agreement must be fully completed and faxed (1-800-892-0343) or mailed (Xcel Energy, Attn: Landlord Agreement Team, PO Box 8, Eau Claire, WI 54702-0008).

By signing this Agreement, the Landlord will be subject to rules and regulations as specified in the Billing of Vacant Rental Property Agreement. The service is subject to Company's General Rules and Regulations. Company reserves the right to make changes from time-to-time in the administration of this service and may choose to discontinue this service. Company will notify participating Landlords of any changes to the Agreement. Upon written notice to Xcel Energy, Landlord may terminate this agreement.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

For Xcel Energy use only  
 Date received \_\_\_\_\_

Form BVRPA03082005  
 Owner ID \_\_\_\_\_



## Properties Included in the Billing of Vacant Rental Property Agreement

Landlord will select one of the following options to apply during times of tenant vacancy for each of their buildings. Please fax (1-800-892-0343) or mail (Xcel Energy, Attn: Landlord Agreement Team, PO Box 8, Eau Claire, WI 54702-0008) this page with the completed Billing of Vacant Rental Property Agreement. Additional addresses may be included on a separate sheet of paper.

**Automatic Turn On (ATO) Option** - Landlord accepts responsibility for payment of utility bills and authorizes Xcel Energy to place the following rental unit(s) electric and/or gas services in the Landlord's name during periods of tenant vacancies.

**Lock on Disconnect (LOD) Option** – Landlord agrees that Xcel Energy will disconnect rental unit(s) electric and/or gas service and service will be reconnected when notified by Landlord or Tenant. Landlord will be assessed disconnect and connect charges for these facilities as applicable. Landlord is advised that unless the facility is properly weatherized for all conditions, the Lock on Disconnect option may endanger health and/or result in property damage.

New <input type="checkbox"/>	Delete <input type="checkbox"/>	ATO <input type="checkbox"/>	LOD <input type="checkbox"/>	Date of Effective Change ___/___/___
Building Name _____		Address _____		
City State Zip _____				
Management Company _____			Telephone Number _____	
Contact _____				

New <input type="checkbox"/>	Delete <input type="checkbox"/>	ATO <input type="checkbox"/>	LOD <input type="checkbox"/>	Date of Effective Change ___/___/___
Building Name _____		Address _____		
City State Zip _____				
Management Company _____			Telephone Number _____	
Contact _____				

New <input type="checkbox"/>	Delete <input type="checkbox"/>	ATO <input type="checkbox"/>	LOD <input type="checkbox"/>	Date of Effective Change ___/___/___
Building Name _____		Address _____		
City State Zip _____				
Management Company _____			Telephone Number _____	
Contact _____				

New <input type="checkbox"/>	Delete <input type="checkbox"/>	ATO <input type="checkbox"/>	LOD <input type="checkbox"/>	Date of Effective Change ___/___/___
Building Name _____		Address _____		
City State Zip _____				
Management Company _____			Telephone Number _____	
Contact _____				

New <input type="checkbox"/>	Delete <input type="checkbox"/>	ATO <input type="checkbox"/>	LOD <input type="checkbox"/>	Date of Effective Change ___/___/___
Building Name _____		Address _____		
City State Zip _____				
Management Company _____			Telephone Number _____	
Contact _____				

Landlord Company \_\_\_\_\_ Date \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Contact Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_

For Xcel Energy use only  
Date received \_\_\_\_\_

Form BVRPA03082005  
Owner ID \_\_\_\_\_