Rental Property Coding Service

As the owner or agent of various rental properties, you may be interested in RG&E's Rental Property Coding service. If you are already participating in this service, use this form to update any of your preferences.

RENTAL PROPERTY CODING SERVICE

With your authorization we will code your rental property accounts with instructions to apply whenever *we receive a request from your tenant to take service out of their name*. If however, the tenant is shut off for other reasons; such as nonpayment, the rental coding will not be honored. To protect your property from these scenarios, you may be interested in our Third Party Notification Services. Please note: If any of your accounts have past-due balances, we may not be able to honor your coding instructions.

The Rental Property Coding service options include:
> **Option 1:** Establish service in your name, always leave service on.
> **Option 2:** Don't place service in your name; never leave service on.
> **Option 3:** Establish service in your name during a specific time period. (for example, leave service on from November 1 – April 15).

By coding your account in advance, you can choose the level of safeguard for your property. If you choose Options 1 or 3, we will inform you by mail when the service is placed in your name.

If you are interested in our Rental Property Coding service, please email a copy of this form to customer_service@rge.com or fax the completed form to RG&E Customer Care Center at **585.724.8880**. You can also mail the form to 180 South Clinton Avenue, Rochester, NY 14604.

It is important to identify each of your rental properties on the form by supplying the complete service address and the meter or account number. If you wish to change instructions or a property is sold, please notify us by using our secure online form at **rge.com/ContactUs** or fax or mail to RG&E's Customer Care Center address noted above.

Once you receive a bill for your rental property, you may wish to consider one of our free billing services. Contact us at **rge.com** or call **800.743.2110** to learn more or enroll in our eBill service (to view and pay your bills online) or AutoPay (we'll deduct your payment automatically from your checking account 23 days after we mail your bill). You can also make an ePayment at no extra cost anytime at **rge.com** or by calling **800.295.7323**.

We hope these services will be useful tools for managing your rental properties. If you have any questions, please contact us at **rge.com** or at **800.743.2110**, Monday through Friday, 7 a.m. to 7 p.m.

Sincerely,

RG&E Customer Care Center

Rental Property Coding Service

Please email an electronic copy of this form to **customer_service@rge.com** or fax the completed form to RG&E Customer Care Center at **585.724.8880**. You can also mail the form to 180 South Clinton Avenue, Rochester, NY 14604.

Owner/Agent Name _____

Billing Name (if different) _____

Owner/Agent Mailing Address _____

City_____ State_____ ZIP _____

Day Telephone_____ Email _____

Social Security Number _____ **OR** Federal Tax ID Number _____

X _____
      Owner/Agent Signature   Date

In the area provided below, list your rental properties and identify them by supplying the complete service address and the meter or account number. For each property listed, please select the desired RG&E Rental Property Coding Option. The options are:

> **Option 1: Establish service in your name, always leave service on**: When a tenant requests service be taken out of their name, billing for service will be established in your name. You will be billed at the RG&E Supply Service rate and be responsible for the bills from the date the tenant discontinues service until a new tenant establishes service or until you contact us to turn service off.

> **Option 2: Don't place service in your name; never leave service on**: When a tenant requests service be taken out of their name, service will be turned off regardless of freezing conditions. RG&E cannot be responsible for any damage to the property as a result of such conditions; you may want to winterize the property.

> **Option 3: Establish service in your name during a specific time period**: You can select the time period you would prefer service be placed in your name (for example, leave service on from November 1 through April 15). Time period:

_____ _____ through_____ _____
     (month)   (day)   (month)   (day)

During the above time period, when a tenant requests service be taken out of their name, billing for service will be established in your name. You will be billed at the RG&E Supply Service rate and be responsible for the bills from the date the tenant discontinues service until a new tenant establishes service or until you contact us to turn service off. Outside of the above-stated time period, service will be turned off when a tenant requests to have service taken out of their name.

Retain a copy of this form for your records. If you need more space, please use the next page.

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____ Rental Coding Option (check one): ☐ Option 1 ☐ Option 2 ☐ Option 3

☐ Natural Gas: Meter Number _____ Rental Coding Option (check one): ☐ Option 1 ☐ Option 2 ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____ Rental Coding Option (check one): ☐ Option 1 ☐ Option 2 ☐ Option 3

☐ Natural Gas: Meter Number _____ Rental Coding Option (check one): ☐ Option 1 ☐ Option 2 ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____ Rental Coding Option (check one): ☐ Option 1 ☐ Option 2 ☐ Option 3

☐ Natural Gas: Meter Number _____ Rental Coding Option (check one): ☐ Option 1 ☐ Option 2 ☐ Option 3

Rental Property Coding Service

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

☐ Natural Gas: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

☐ Natural Gas: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

☐ Natural Gas: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

☐ Natural Gas: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

☐ Natural Gas: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

☐ Natural Gas: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

☐ Natural Gas: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

RG&E 11-Digit Account Number __ __ __ __ - __ __ __ __ - __ __ __   Current Tenant _____

☐ Electricity: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

☐ Natural Gas: Meter Number _____   Rental Coding Option (check one): ☐ Option 1   ☐ Option 2   ☐ Option 3

Please email an electronic copy of this form to **customer_service**@**rge.com** or fax the completed form to RG&E Customer Care Center at **585.724.8880**. You can also mail the form to 180 South Clinton Avenue, Rochester, NY 14604.