



Dear Customer:

Re: Landlord Agreement Program

SEMCO ENERGY Gas Company's Landlord Agreement provides a Landlord with automatic transfer of service to allow for continuous natural gas service. Enrolled accounts will automatically transfer into the Landlord's name if a tenant requests to stop service or is scheduled to be turned off for non-payment. As the Landlord, you will be notified by mail every time the service is transferred into your name. You will then be billed for gas usage at that location until service is transferred by a tenant or disconnected. All bills will be issued based on actual, customer called-in, or estimated meter readings.

This agreement requires that the Landlord has a SEMCO account. If an account does not exist, SEMCO will contact the Landlord at the phone number provided on the agreement to create an account. If SEMCO is unable to make contact to create an account, the agreement will not be executed, and automatic transfers will not take place for any of the listed accounts.

Once the agreement is executed, if the phone number or mailing address needs to be updated, or if accounts need to be added or removed, please contact Customer Service. As the Landlord, it is your responsibility to notify SEMCO whenever an enrolled property should be removed from the agreement.

The Landlord Agreement may be terminated if an enrolled location that is transferred into the Landlord's name is not paid. Additionally, if the agreement is cancelled for any reason, the accounts covered will not be eligible to be enrolled under a new agreement for 12 months.

Please complete the attached Landlord Agreement and return it by fax to 810-887-4253, by email to [landlords@semcoenergy.com](mailto:landlords@semcoenergy.com), or by mail in the enclosed envelope.

If you have any questions, please contact Customer Service at 1-800-624-2019.

Sincerely,

SEMCO ENERGY Gas Company

## **LANDLORD AGREEMENT FOR AUTOMATED TRANSFER OF GAS SERVICE**

Below, separately list each location you would like enrolled in the program.  
Include an additional sheet, if necessary.

### **ACCOUNT LOCATIONS**

<b>Account Number</b>	<b>Street Address &amp; City</b>	<b>Apt/Unit #</b>

It is the Landlord's responsibility to notify SEMCO when they no longer want a property covered under this agreement. Please contact Customer Service at 1-800-624-2019 to have a property removed. The agreement may be terminated if an enrolled account that is transferred into the Landlord's name is not paid. Additionally, if the agreement is cancelled for any reason, the accounts covered will not be eligible to be enrolled under a new agreement for 12 months.

### **LANDLORD BILLING INFORMATION**

Gas service used at the above locations between tenant occupancy should be billed to:

Name of Landlord		Name of Management Company(if any)	
Address	City	State	Zip
Email Address	Phone Number	Alternate Phone Number	

I agree and hereby authorize SEMCO ENERGY Gas Company to transfer gas service billings year-round for each location listed above, or attached, into the billing name indicated each time SEMCO ENERGY Gas Company receives a request to shut off service. SEMCO ENERGY Gas Company may contact the Landlord listed above to obtain and/or validate personal and/or business information on an existing account or to establish an account if one does not exist. Any account opened in this manner should be closed, effective the date the next tenant asks SEMCO ENERGY Gas Company to transfer service into their name at the given location. I understand that service at the above, or attached, locations may be transferred into my name any time throughout the year if no other tenant requests transfer of service, if the tenant fails to pay for gas service used or otherwise violates the rules of SEMCO ENERGY Gas Company.

Signature

Date