



Dear Landlord,

Thank you for your interest in the Landlord Transfer Program, which is an automatic transfer of service plan for continuous gas service. Once enrolled, the account (s) will automatically transfer into your name if a tenant request to stop service or it is scheduled to be turned off for non-payment. A final bill will be issued to the tenant based on an actual, customer (called-in), or estimated meter reading.

You will be notified by mail anytime the service is transferred into your name and billed for the gas usage for that account until the current or new tenant transfers service into their name.

Please Note: Any properties requested to be removed from the program cannot be re-enrolled for twelve (12) months.

If the name or mailing address needs to be updated, or account(s) needs to be added or removed, a new, signed Landlord Agreement is required.

**You may be removed from the Landlord Transfer Program if an account in your name is not paid. As the landlord, it is your responsibility to notify SEMCO ENERGY Gas Company when you no longer own a property that is enrolled in the program. Please contact Customer Service immediately at 1-800-624-2019.**

To enroll, please complete the attached Landlord Agreement and return by fax, email or mail it back in the enclosed self-addressed envelope

Sincerely,

SEMCO ENERGY Gas Company

**If you have any questions, please contact Customer Service at 1-800-624-2019  
Completed forms can be emailed to [landlords@semcoenergy.com](mailto:landlords@semcoenergy.com) or faxed to 810-887-4593.**



**Landlord Agreement**

FOR AUTOMATED TRANSFER OF GAS SERVICE

Please list each account separately and include an additional sheet, if needed. The following account locations are to be placed on the Landlord Transfer Program.

**ACCOUNT LOCATIONS**

STREET ADDRESS	APT / UNIT #	CITY / ZIP
<b>ACCOUNT LOCATIONS</b>		
<b>Account Number</b>	<b>Street Address &amp; City</b>	<b>Apt or Unit</b>

It is the landlords responsibility to notify SEMCO when they no longer own a property that is enrolled in the Landlord Transfer Program. Please contact Customer Service at 1-800-624-2019

**You also may be removed from the Landlord Transfer Program if an enrolled account is past not paid.**

**LANDLORD BILLING INFORMATION**

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

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Name of Landlord		Name of Management Company(if any)	
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Address	City	State	Zip
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Social Security or Tax ID Number (EIN) Number	Date of Birth (individual)	Phone Number	Alternate Phone Number
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I agree and hereby authorize SEMCO ENERGY Gas Company to transfer gas service billings year round for each account location listed above/attached into the billing name indicated each time SEMCO ENERGY Gas Company receives a request to shut off service. Any account opened in this way 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/attached account location, may be transferred into my name anytime throughout the year, if no other tenant requests transfer of service, or if the tenant fails to pay for gas service they used or otherwise violates the rules of SEMCO ENERGY Gas Company. You will only be notified by first class mail anytime a non-payment transfer of service into your name has taken place .

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Signature	Date
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