



**SEMCO Energy Headquarters
1411 Third St., Suite A
Port Huron, MI 48060-5467
1-800-624-2019**

Dear Landlord,

Automatic Transfer of Service Plan Agreement:

We are pleased to offer you the Automatic Transfer of Service Plan for continuous gas service in buildings you own or manage. Under the agreement, each time a tenant of yours moves out and asks us to disconnect the service, the meter will be left on and the bill will be automatically transferred into your name. A final bill will be issued to the outgoing tenant based on an actual meter read, the tenant/landlord read, or an estimated read. You will be responsible for the gas used from the previous tenant's final bill, until we receive a transfer request from your next tenant.

This will also include any shut off for tenant non-payment that may occur anytime throughout the year. This means the gas service will continue to remain active all year round. You will be notified by first class mail anytime a transfer of service into your name has taken place. If this happens, you will be providing and responsible for paying the gas service for your tenant until the tenant reinstates their account.

Please Note: Any properties requested to be removed from the program cannot be re-enrolled for twelve (12) months. **You also may be removed from this program if any account in your name remains past due or unpaid.**

If there is a change of billing name or address, or if you wish additional gas accounts automatically transferred into your name, a new agreement will be required.

When properties are sold, it is your responsibility to notify us and cancel this agreement by contacting Customer Service at 1-800-624-2019 or in writing to the above address.

Please complete all parts of the attached Agreement for Automatic Transfer of Gas Service, sign and return it to us in the enclosed self-addressed stamped envelope.

Customer Service Department
1-800-624-2019



AGREEMENT FOR AUTOMATIC TRANSFER OF GAS SERVICE

Please print or type. List each account separately.

The following account locations are to be placed on the Automatic Transfer of Gas Service.

ACCOUNT LOCATIONS

STREET ADDRESS	APT / UNIT #	CITY / ZIP

List any additional account locations on a separate sheet.

When properties are sold, it is your responsibility to notify us and cancel this agreement by contacting Customer Service at 1-800-624-2019 or in writing to the above address.

You will be removed from the program if any account in your name remains past due or unpaid.

BILLING INFORMATION

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

Name of Owner of Building/Complex Name of Management Company(if any)

Address City State Zip

Social Security or Tax ID Number Telephone Number Emergency Contact Number

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 .

Date Signature