



NYSEG Rental Property Coding Service Cover Letter and Form (Pages 1-3)

As the owner or agent of various rental properties, you may be interested in **NYSEG'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*. **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 through April 15).

By coding your account in advance, you can choose the level of safeguard you wish for your property. **Please note:** *NYSEG no longer makes calls to owners or agents of rental property when the tenant's services have been turned off*. If you have previously requested we contact you when a tenant requests service be turned off, unless you choose or have chosen one of the three above options, we have placed your accounts in Option 1: Establish service in your name; always leave service on. If you are unsure of your previous instructions regarding service, please read further and complete the form. If you choose Options 1 or 3, we will inform you by mail when the service is placed in your name.

In addition, *you can select your energy supply choice* for those times service is placed in your name. A complete description of the energy supply choices options is described on the form.

If you are interested in our **Rental Property Coding service**, please complete and return the form to **NYSEG, Customer Relations Center, P.O. Box 5240, Binghamton, NY 13902-5240** or sent by fax to **607.762.4598** or **1.800.827.5947**.

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. Please notify us about any instruction changes or about the sale of any properties in writing to NYSEG's Customer Relations Center address noted above.

We hope this service will be a useful tool for managing your rental properties. If you have any questions, please contact us at nyseg.com or at 1.800.572.1111, Monday through Friday, 7 a.m. to 7 p.m.

Sincerely,

NYSEG Customer Service

Enclosure: NYSEG Rental Property Coding Service Form for Owner/Agent

NYSEG Rental Property Coding Service Form for Owner/Agent - Page 1

1. Contact Information:

Owner/Agent Name:

Billing Name (if different):

Owner/Agent Mailing Address:

Owner/Agent Signature:

Today's Date: _____

Day Phone: _____ . _____ . _____

Other Phone: _____ . _____ . _____

2. Owner/Agent Rental Property - NYSEG Service/Billing Options:

In the area provided on page 3 of the form, list your rental properties and identify them by supplying the complete service address and the meter or account number. For each property listed, please circle on the form (in Column D) the desired NYSEG Service/Billing 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 responsible for the bills from the date the tenant discontinues service until we receive a request for service from a new tenant or you contact us to turn service off.

NYSEG Rental Property Coding Service Form for Owner/Agent - Page 2

Option 2: Don't place service in your name; never leave service on: When a tenant requests that service be taken out of their name, service will be turned off regardless of freezing conditions. *NYSEG 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, keeping service on during the winter months).

Billing for service will be established in your name when a tenant requests service be taken out of their name from:

_____ through _____
(month) (day) (month) (day)

You will be responsible for the bills from the date the tenant discontinues service *until we receive a request for turn on from a new tenant (or owner) or you contact us to turn off service.* Outside of the above-stated time period, service will be turned off should a tenant call to have service taken out of their name.

3. Energy Supply Choices (Column E):

If you select Option 1 or 3, please indicate your energy supply choice on the form (in Column E). For your accounts with a non-demand meter (service classifications 5, 6, 9 and street lighting), you are eligible to choose between the NYSEG Fixed Price or Default Supply Options. For your accounts with a demand meter (service classifications 2, 3 and 7), you are eligible to choose between the NYSEG Fixed and Variable Price Options. The charges for each are:

NYSEG Fixed Price: A NYSEG supply charge, transition charge and a NYSEG delivery charge that together will total the same *fixed* amount for all of the year.

NYSEG Default Supply Option (non-demand metered accounts): A *variable* NYSEG supply charge; a *variable* transition charge; and a *fixed* NYSEG delivery charge. The electricity supply portion of the NYSEG Default Supply Option consists of a mix of supply resources to moderate the fluctuation in price compared to market prices.

NYSEG Variable Price Option (demand metered accounts): A *variable* NYSEG supply charge; a *variable* transition charge; and a *fixed* NYSEG delivery charge.

Please note: If no supply choice is selected, any billings will be at the NYSEG Default Supply Option for non-demand metered accounts or the NYSEG Variable Price Option for demand-metered accounts.

For more information about these choices, visit nyseg.com or call 1.800.572.1111.

NYSEG Rental Property Coding Service Form for Owner/Agent - Page 3

Once you have completed this form, please return it to **NYSEG, Customer Relations Center, P.O. Box 5240, Binghamton, NY 13902-5240** or sent by fax to **607.762.4598** or **1.800.827.5947**.

You may want to make a copy of this form for your records. If you need more space, please make a copy of the form (pages 1-3).

A. NYSEG Meter or 11-Digit Account Number	B. Service Address (Street, City, ZIP Code)	C. Current Tenant/ NYSEG Customer Name	D. Owner/Agent Rental Property NYSEG Service/ Billing Options (Circle an Option below for each account)	E. Electricity Supply Pricing Option (Circle a choice below if you have selected Option 1 or 3 in Column D)
			Option 1 ----- Option 2 ----- Option 3	NYSEG Fixed Price ----- NYSEG Default Supply Option ----- NYSEG Variable Price Option
			Option 1 ----- Option 2 ----- Option 3	NYSEG Fixed Price ----- NYSEG Default Supply Option ----- NYSEG Variable Price Option
			Option 1 ----- Option 2 ----- Option 3	NYSEG Fixed Price ----- NYSEG Default Supply Option ----- NYSEG Variable Price Option
			Option 1 ----- Option 2 ----- Option 3	NYSEG Fixed Price ----- NYSEG Default Supply Option ----- NYSEG Variable Price Option
			Option 1 ----- Option 2 ----- Option 3	NYSEG Fixed Price ----- NYSEG Default Supply Option ----- NYSEG Variable Price Option
			Option 1 ----- Option 2 ----- Option 3	NYSEG Fixed Price ----- NYSEG Default Supply Option ----- NYSEG Variable Price Option
			Option 1 ----- Option 2 ----- Option 3	NYSEG Fixed Price ----- NYSEG Default Supply Option ----- NYSEG Variable Price Option