



The Property Manager Portal allows you to establish landlord agreements online to ensure the electric and/or gas service at your property transfers to your name or business entity when a tenant vacates the location. However, if you prefer to send us this request in written form, please complete the information below and follow the delivery instructions.

Please return your completed form to Your Account Manager or the PECO Care Center via fax or the noted mailing address:

Fax to: PECO at 215-841-3602  
Mail to: PECO, Back Office  
2301 Market Street, N4-3  
Philadelphia, PA 19101

Completion and submission of this form will authorize PECO to automatically transfer the account(s) into your name without interruption of service when a tenant requests the service to be shut off. Please be aware that this will not apply to service interrupted for:

- Non-payment. Once service is interrupted for non-payment a new application for service is required.
- An unsafe condition or tampering with PECO's equipment. A new application is required and if applicable an electric underwriter's certificate is required.

A transfer fee of \$6.00 will be applied each time the service is placed back into your name. If the account (while it is your name) becomes past due or has an unpaid balance the agreement may be voided, and you will need to re-apply.

If at any time in the future you wish to cancel this request or have questions regarding this form/agreement, you must notify PECO by calling 1-800-494-4000 or contacting your Account Manager that's listed on your bill.

Thank you,  
PECO



**Request For Landlord Agreement**

I, the landlord will assume the responsibility of the Electric/Gas service at the following address after the tenants request the service be taken out of their name.

- I understand the account will stay in my name until a new tenant applies or I sign the appropriate papers stating the property is vacant and termination will not affect anyone.
- I understand PECO has the right to terminate service for non-payment and safety issues
- I understand the tenant must transfer service into their name before they occupy the property
- I understand I will be billed a \$6.00 transfer fee each time the service is placed back into my name.
- I understand if the account becomes delinquent while in my name the Landlord Agreement can be voided, and I will need to re-apply.
- I understand it is my responsibility to update PECO on any changes to the mailer and contact information for all accounts under the landlord agreement
- I understand final bills must be paid by the due date or the balance will automatically be transferred to another active account
- I also understand that if I wish to cancel this order, I will need to contact PECO or my Account Manager and specifically request the Landlord Agreement be removed from the account. This request applies only to the property(s) listed below; I will contact PECO if I want to add additional properties in the future.

**Owner Name:** \_\_\_\_\_ **Social Security/EIN#:** \_\_\_\_\_

**Address(s) to be coded**  
**(25 addresses per request)**

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**Billing Address:**

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**Contact Number:**

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**Email Address:**

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**Print Name/Title:**

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**Signature:**

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**Date:**

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