

Commercial Application Instructions for Small Commercial Customers

Please read this carefully. Failure to comply with the instructions will delay the processing of your application.

Required documentation:

1. Lease, deed or settlement sheet.
 - **For a lease, we need only the pages** that show the effective (start) date of the lease, the property address being leased, and the lease signed by lessor and lessee.

If you have a sub-lease you must provide: The sub-lease signed by the original lessee and sub-lessee, and the pages of the original lease listed above. We will need the additional pages of the original lease or written, signed, and dated documentation from the landlord giving the lessee the right to sub-lease. Or you can provide a sub-lease signed and dated by the owner, original lessee, and sub-lessee.
 - The deed must be signed, notarized, and registered with the recorder of deeds from the county in which the property is located.
 - The settlement sheet must include the property address, settlement date, and the names of the buyer and seller. The settlement sheet must be signed by you as the buyer and the person selling the property.
2. Completed and signed application.

Please read the following instructions carefully.

- Your application will **NOT** be processed until all required information on the commercial application is completed and the required documents are provided.
- The name on the Commercial application must be the same as on your lease, deed, ownership papers, the PA Corporation Bureau Incorporation papers, Limited Partnership, IRS Tax ID/EIN letter and number.
- **Allow three (3) business days from the time we receive your completed application and all required documents to complete your request.**

SECURITY DEPOSITS:

All new commercial accounts with PECO are subject to a security deposit.

- The deposit calculated based on the two highest months of electric and/or gas billing for the prior 12 months at the property you are request the service. If there is no historical usage, then a minimum deposit of \$300.00 will be assessed.
- Security deposits are held for a period of 24 months. PECO will return the deposit on a commercial account if the account incurred fewer than two late payments in the previous 24 months. The first annual review of the customer's payment status will occur 24 months after the initial deposit date. Any commercial customer having secured the return of the deposit may be required to make another deposit in accordance with the Commission's statutes, regulations or Federal Bankruptcy Law if the Customer demonstrates bad credit or lacks creditworthiness subsequent to the return of the initial deposit.
- If the account becomes delinquent or the usage exceeds the estimated deposit amount, PECO reserves the right to increase the deposit. This additional deposit if assessed will be applied to the account and must be paid in full and is not subject to payment terms.

You may submit the completed application and all required documents via:

1. **In person:** 2301 Market Street, Philadelphia, PA 19101
2. **Email:** PECO_Webmail@exeloncorp.com
3. **Fax to:** PECO Business Customer Services 215-841-3830
4. **Mail to:** PECO, Business Customer Services Team (BCST), 2301 Market St., N4-3, Philadelphia, PA 19101. Telephone number: 1-800-220-PECO (7326)

Instructions for completing the Commercial Application:

1. Check off the type of business: Corporation, Limited Liability Company (LLC), Partnership, or Sole Proprietorship.
2. Legal name of the business: This is the name listed on your articles of incorporation, Limited Partnership, LLC, or your personal name. **The name must match the name on the Lease, Deed, or settlement sheet of the service address.**
3. Street address of your business: **This is the address for which service is requested. The Address must include suite or apt. number or location.** If the address is listed as parcel number: You can go your Post Office and secure a letter stating the address with the street name and number. If you are unsuccessful you can provide the meter number for the service location, which must match the address of your business.
4. Mailing address: This is the address where you want to receive your PECO bills
5. PECO meter number: This will help verify the correct service address.
6. TAX ID number/EIN number or social security number.
7. Indicate the type of business: This is the type of business, e.g. dry cleaner, health club, restaurant, etc.
8. Date service is to begin at the specified location. Please allow at least three (3) business days from receipt of all required documentation, including completed application.
9. The name of the business owner must be the same name as listed on the lease, deed, settlement sheet.
10. Start of lease date.
11.
 - A. Business Owner's telephone number.
 - B. Alternate Business telephone number.
 - C. Business Fax Number.
 - D. Business email address.
12. Provide the name and contact information (including home address, city/state and zip code), for all corporate officers or partners, if applicable.
13. As part of Pennsylvania Electric Choice, customers can choose to purchase the electricity they use from a competitive electric generation supplier. You may be able to save money by shopping with a competitive supplier. Whether you are purchasing your electricity from a competitive electric generation supplier or from PECO, PECO will continue to safely deliver electricity, provide billing and customer support, and respond to outages and other emergencies for ALL customers. In support of Pennsylvania electric choice, we recently developed the PECO Smart Energy Choice program. This program was developed to help PECO customers take advantage of a discounted rate provided by a participating competitive electric generation supplier in Pennsylvania. The discounted rate is 7% less than PECO's current price to compare for generation charges. Please indicate if you would like to take part in the PECO Smart Energy Choice program by checking the box marked "yes". A PECO representative will contact you for more information and can enroll you with a generation supplier.
To opt out of this program, please check the box marked "no".
14. **The Applicant must sign and date the application. Applications will not be processed if it is not signed and dated.**



An Exelon Company

Application for commercial service (Please Print) – After receipt of your completed application and all the required documents, please allow 3 business days to complete your request.

REV 8/2019

1. Select the form of business for which your are applying: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company(LLC) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership			
2. The name that appears on the Lease, Deed or Settlement Sheet			
3. Street address of your business (Including Unit, Suite, Floor, Building, Apartment number, etc..., and City/State and Zip code)			
4. Mailing address of your business (Including Unit, Suite, Floor, Building, Office, Apartment number, etc..., and City/State and Zip code)			
5. Provide the meter # or serial#			
6. Provide the Federal Tax ID#/or SS# of the Applicant			
7. What is the type of business e.g. Restaurant/Bar, Pizza Shop, Hotel, Dry Cleaner, etc...		8. Date you would like service connected - Allow 3 business days from the time we receive your paperwork.	
9. Name of Owner of Business		10. Start of Lease Date	
11 - A. Business Telephone #	11 - B. Business Telephone #	11 - C. Fax#	11 - D. Email address:
CONTACT INFORMATION FOR PARTNERSHIP, GENERAL CORPORATE OFFICERS, If applicable			
12. Name	Home Address (Including City, State, and Zip Code)	Title	Home telephone #
FOR PECO USE ONLY		FOR PECO USE ONLY	
IDENTIFICATION VERIFIED	TYPE I.D:	Photo ID	<input type="checkbox"/> License <input type="checkbox"/> Passport <input type="checkbox"/> Other
Deposit Required:			Procurement Class:

13. Please indicate if you are interested in taking part in PECO's Smart Energy Choice (**PSEC**) program by circling yes or no. This program was developed to help customers take advantage of a discounted rate provided by a participating competitive electric generation supplier in the state of Pennsylvania. **PSEC's telephone number: 888-970-0945**
- Yes**, I am interested in participating in the PECO Smart Energy Choice Program.
 - No**, I am not interested in participating in the PECO Smart Energy Choice Program.

Application is hereby made to PECO for the supply of electric and/or gas service to the herein described premises. The applicant agrees to pay for such service (s) at the applicable rate(s) and charges and is subject in all respects to the provisions outlined in the standard terms and conditions of the tariffs as approved by the public utility commission of the commonwealth of Pennsylvania. Anyone making deceptive or fraudulent statements when applying for electric and/or gas service is in violation of Pennsylvania law and may be prosecuted.

14. Name and Title of Applicant (Please Print)

14. Processed By and Date (PECO Use Only)

14. Applicant's signature and Date