



2021 Wilma Rudolph Blvd | Clarksville, TN 37040 | (931) 648-8151 | fax (931) 648-0594

Dear CDE Lightband Customer;

Enclosed you will find a form entitled "Automatic Meter Set for Property Owners Agreement". This agreement is a contract between CDE and the apartment owner/manager for all meters at a particular location to be read into the owner/manager's name when the tenant orders the electric service off.

There is no service charge to read the meter out of the tenant's name into the owner's name when the owner has signed this agreement. The owner/manager will be required to pay for any electric used while the service is on in their name.

**The only exception to the service charge is when the electric service has been terminated for non-payment of a bill or for a return check.** (We don't know if the tenant is still there and would not automatically change service into your name.) To re-connect in these circumstances, the owner/manager must call to request service to be reconnected. Service charges (minimum \$45) for each meter will apply at this time. Service charges will be in compliance with CDE policy 2-5, and are subject to change from time to time.

The purpose of this program is for the convenience of you, the property owner, and CDE as it saves you the service charge if the meter is read and left on the CDE the extra service trip to that location. If the landlord orders the service back off before the new tenant comes in it defeats the purpose of this program. Effective November 1, 2001 if the owner/manager orders the service back off before the new tenant applies for service a service charge of \$30 will apply. Service charges will be in compliance with CDE policy 2-5, and are subject to change from time to time.

This contract renews its self from year to year. At any time you wish **to cancel** this contract, you will need to **notify us in writing** at the above address. Within one week of receipt of your notification the contract will be considered void.

Please read this agreement and if you wish to participate in this program, complete the contract, list each address and apartment numbers individually, sign and return. Please keep this letter as a reference. Your contract will be effective within one week of receipt of your contract.

If you have any questions, please feel free to call 931-648-8151.

Customer Service/Auto Contracts



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Social Security # \_\_\_\_\_ Telephone Number \_\_\_\_\_

AUTOMATIC METER SET FOR RENTAL PROPERTY OWNERS AGREEMENT

I, \_\_\_\_\_, having full authority to hereby request the Clarksville Department of Electricity to transfer service located at **(Please list each location and Apt number separately)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Into the name of \_\_\_\_\_ when any tenant has their service disconnected by request.

The bills are to be mailed to \_\_\_\_\_

It will remain the responsibility of the owner/manager to see that the tenant has the service turned on in the tenant's name, and the tenant has the service turned off at the appropriate time. The only time an automatic turn on will occur is when the tenant places a request for disconnect. **(It will not be left on when disconnected for non-payment or return check.)** Connection charges will be in compliance with CDE policy 2-5 and may change from time to time. If service is ordered off between tenants a service charge in compliance with CDE policy will occur. CDE accepts no responsibility for service being turned on or off. This agreement may be cancelled by either party **by written notice only**, and will be effective one week from receipt of said notice. **This contract is effective one week from date received.**

\_\_\_\_\_  
Office Use Only

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Returned

\_\_\_\_\_  
Owner/Manager

\_\_\_\_\_  
Contract Clerk

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Deposit Required

\_\_\_\_\_  
Date Mailed