



Dear Customer:

We would like to take this opportunity to introduce you to Baltimore Gas and Electric Company's Automatic Change Name (ACN) Program. BGE provides this program for residential and small commercial properties as a service to landlords and realtors. The following explains how the program works.

Upon receiving your approval, we place your properties on the program. When a tenant asks us to take the service out of his or her name, we automatically transfer the service into your name and forward your bills to your billing address. We also notify you that this transfer has taken place. The notification is done by mail and usually takes about three days. Properties not covered by the ACN Program will have the meters turned off when a tenant calls to discontinue service, unless another tenant or landlord contacts BGE to begin service at the property.

Landlords and realtors participating in the program benefit in many ways, including having the Service Application Charge waived. In addition to this waiver, there are other benefits including:

- Heat will be available to protect your property during cold weather.
- Service will be available for renovation and display purposes.
- You will be given notice when a tenant vacates (assuming we are told).

If you would like to participate in the ACN Program, please complete and return the enclosed Service Agreement and allow a minimum of seven to ten business days to process your request. If you have any questions, please contact our Automatic Change Name Program representative by email at [AutomaticChangeNameDesk@bge.com](mailto:AutomaticChangeNameDesk@bge.com) or by telephone at 410-470-1007.

Sincerely,

Business Account Services

## **AUTOMATIC CHANGE NAME AGREEMENT INSTRUCTIONS**

This agreement constitutes a legal contract. It is necessary that the form be filled out completely and accurately for it to be honored. To avoid delays in processing the agreement, please provide the following information.

**NAME:** The name of the person or entity who will be held legally responsible for charges when not billed to a tenant. This is the way the name will appear on the account.

example: The Mammoth Co. Inc.  
or John J. Public T/A Mammoth Apts.

**BILLING ADDRESS:** Indicate the street, city, state and zip code to which the bills will be mailed. This could be the address of the owner or Management Company responsible for payment of BGE bills of properties listed.

**PREMISES INCLUDED:** List all accounts to be covered by this agreement. Include numerical, street, and apartment designations. This can be abbreviated as follows:

example: 1000 Anywhere St. \*Apts. A-K  
1002 Anywhere St. \*Apts. A-K

**SIGNATURE (SEAL):** This area must be signed by the owner or a responsible officer or agent of the responsible party. This signature does not require notarization.

**TITLE OR REPRESENTATIVE CAPACITY:** Indicate the position of the person signing the agreement.

**TELEPHONE:** Your home or business number is noted here. Please include the area code.

**EMAIL ADDRESS:** Your personal or business email address.

RETURN THIS COMPLETED FORM BY MAIL, FAX, OR EMAIL AS FOLLOWS:

By Mail: Baltimore Gas and Electric Company  
Automatic Change Name Desk  
P.O. Box 1475  
Baltimore MD 21298-9979

By Fax: 410-470-9130

By Email: AutomaticChangeNameDesk@bge.com

Please allow a minimum of seven to 10 business days to process your request. Your cooperation is greatly appreciated.

DATE: \_\_\_\_\_

**AUTOMATIC CHANGE NAME AGREEMENT**

This Agreement is intended to allow uninterrupted gas and/or electric service to the rental properties listed below upon the tenant vacating the premises. Whenever a request is received to discontinue billing in the name of the occupying tenant as of a certain effective date, the undersigned, who is duly authorized to act on behalf of the owner/property manager, hereby authorizes Baltimore Gas and Electric Company to continue utility service to the premises from the effective date forward pursuant to BGE's Service Tariffs and to commence billings for such service in accordance with the following information:

NAME OF RESPONSIBLE PARTY/ENTITY: \_\_\_\_\_

BILLING ADDRESS OF OWNER: \_\_\_\_\_  
(Owner/Prop. Mgmt. Co.)  
\_\_\_\_\_  
\_\_\_\_\_

RENTAL PROPERTIES INCLUDED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach Additional Statement As Required)

In consideration of BGE's waiver of the Service Application Charge, I agree that this Agreement shall apply to the properties listed for at least one year. Whenever an application for service is received from a new tenant occupying the premises, I authorize BGE to discontinue billing in the above name and to commence billing in the new tenant's name, in accordance with BGE's Service Tariffs. By signing below, I acknowledge that I have read and agree to the Automatic Change Name (ACN) Program conditions and limitations.

By:

\_\_\_\_\_  
Name of Owner (Please Print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Name of Officer, Partner, or Agent (Please Print)

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
S.S.N. or Federal Tax ID

Check here if you have an existing Automatic Change Name Agreement at any other address. If so, provide one address here.

\_\_\_\_\_  
Telephone Number

Accepted:

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Baltimore Gas & Electric Co.

Conditions and limitations of the program are:

- If both gas and electric services exist in the specified property, the ACN Program must cover both.
- There is a minimum charge for gas and electric service that is billed monthly when service is in your name.
- As consideration for the waiver of the Service Application Charge, you agree to keep all properties on the program for one year.
- Notifications will be mailed only to the mailing address you provided on the agreement.
- We will notify you as soon as possible after the tenant contacts us to discontinue service. However, whether or not you receive notification, you are responsible for the service used at the properties covered by this agreement.
- We will notify you only when the tenant originally contacts us to discontinue his billing. We will not notify you again if the tenant later changes the date, cancels the order, etc.
- BGE will not be bound by any written or oral agreement between a landlord or property owners/ managers that is contrary to the operation or terms and conditions of the ACN Program.
- We will not notify you if we discontinue service to a tenant because of credit or collection reasons; nor will we automatically place the service in your name. In these instances, it is your responsibility to become aware of this discontinuance and to contact the company to have service reinstated.
- If you want to stop the ACN Program on one or more properties (usually as a result of a sale) or if you want to stop the program entirely, it is your responsibility to contact BGE.
- Abuse (by telling us to turn meters off when you receive notification) may result in removal from the program.