

The Landlord Agreement

The convenient way to manage your rental property

If you have a landlord agreement with APS, electric service is automatically placed in your name (as the landlord) each time a tenant requests us to disconnect service. You'll have continuous electric service to your rentals as your tenants move in and out. Plus you'll save money — you won't have to pay a service establishment charge when units become vacant and are placed in your name again.

A Landlord Agreement is a written agreement between APS and the property owner or authorized agent who has established credit with APS. The agreement allows us to automatically transfer electric service to the landlord's account as tenants move in and out.

When a tenant disconnects service with APS, your Landlord Agreement will allow the service to be automatically switched to your account without having to disconnect and reconnect the service. APS will read the electric meter to calculate a final bill for the tenant. This read will also act as the beginning read for service being switched to your Landlord Account number.

If you have a Landlord Agreement with APS, it is easy to monitor who is currently responsible for the electric usage at any of your units.

Landlord agreement eligibility requirements

1. Customer type must be the same:

- Established residential account is eligible for residential agreement.
- Established business/corporate account is eligible for a business or residential agreement.

2. Service must be metered and not require a contract.

3. Additional Requirements:

Residential agreement

- APS customer with at least 12 months of consecutive service within the last 12 months.
- No more than two late payments within the last 12 months.
- No bankruptcies in the last 12 months.
- If a Landlord does not have established credit with APS, Surepay in lieu of the established credit can be used if there are no more than 10 individually metered residential sites. Where credit has not been established by the Landlord, an automated payment through Surepay may be utilized until such time that credit is established to the satisfaction of the company. It will be the responsibility of the Landlord to ensure accurate bank information is maintained. If the Surepay is canceled prior to credit being established the Landlord contract is no longer valid.

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Non Residential agreement

- 24 months of comparable electric service within the last two years.
- No more than two delinquencies or disconnects for non-payment in the last 12 months of service.
- No more than one returned check in the last 12 months.

To monitor your landlord account

When you have a Landlord Agreement with APS, you can get easy access to information about your property by registering your account online at **aps.com**. APS Landlord Services allows you to quickly monitor who is currently responsible for the electric usage at any of your units. If a connect or disconnect request is pending at any of your units, you'll be able to learn when the request is scheduled to take place. You'll also have access to account information for all of the units currently in your name.

To access landlord services:

- Click on **aps.com** to register your account. Then, under the Services for Your Business tab, select "Landlord Services" and follow the directions to access your account information.

Your costs

A service establishment charge will appear on your bill when an APS representative goes to the apartment complex to turn on electric service for the first time. If the APS representative turns on service to more than one unit (up to two) on the same day, you're charged just one service establishment charge.

Thereafter, we'll waive the service establishment charge when we transfer service from your tenant's name to your name.

If a tenant moves into a unit, you're responsible for the electricity used until the tenant asks APS to transfer the service to his or her name.

You can use the Landlord Management System at **aps.com** to receive e-mail notifications to verify a tenant has transferred service to his or her name.

You will be liable for all electric service to the property, from the time a tenant orders the service disconnected, even if you are not aware the tenant has done so.

If you request service to be disconnected and subsequently request a connect, a service establishment charge will apply.

The default electric rate for the Landlord account(s) is 100.1 (Standard Rate). If the Landlord elects a different rate, the landlord must notify the company each and every time the tenant terminates service.

Signing up

You can obtain a Landlord Service Agreement Form through our Web site at **aps.com**, at any APS Customer Office or by calling (602) 371-7171 (metro Phoenix area) or (800) 253-9405 (outside areas).

The agreement form requests the landlord's name, mailing address, number of units to be covered by the agreement and the signature of the principal person responsible for the account.

For additional properties, complete the Property Description Form located on **aps.com** and include with your Landlord Agreement.

The completed form must be notarized unless an authorized APS representative witnesses you signing the form and also signs the form.

Cancelling the agreement

To cancel your Landlord agreement or if the property has been sold, you must notify APS in writing. You will continue to be billed for all electric services used at this property in accordance with the Landlord Transfer of Service Terms and Conditions until written notification is received.

The request can be faxed or mailed to Landlord Services or taken in to an APS Business Office. Once received, a confirmation letter will be mailed to you.

Mailed	Faxed
Attn: Landlord Services Sta. 3205 P. O. Box 53933 Phoenix, AZ 85072-3933	Landlord Services (602) 371-6165

For more information

You can obtain additional information about the Landlord Agreement online at **aps.com**. If you have questions about a residential Landlord Agreement call (602)371-7171 (metro Phoenix area) or (800) 253-9405 (outside areas).

If you have questions about a non-residential Landlord Account call our Business Center at (602)371-6767 (metro Phoenix area) or (800) 253-9407 (outside areas). ☺