

Dear Property Owner:

As a municipal customer owned electric utility, the Board of Light and Power has a responsibility to all customers to minimize the amount of uncollectible accounts. State statute, city charter and the Board of Light and Power's Policies provide the Board of Light and Power with a lien on any premise where electric service is provided. This lien exists regardless of whether the lien is recorded. If an account is past due for over six months, the unpaid electric bill may be added to the property's tax bill.

We want to make sure you are aware of your rights and options as an owner of rental property in the Board of Light and Power service territory. You may be held liable for your tenant's electric bill. However, the Board of Light and Power provides property owners with an option to protect themselves from this liability through its Lien Waiver program. To protect yourself from liability, you and your tenant must fill out the attached Lien Waiver form. Upon receipt of the form, the Board of Light and Power will calculate and collect an exposure deposit from your tenant. This exposure deposit is based on the premise's average usage and the number of days electric can be used prior to disconnect. This deposit may be significantly higher than the normal deposit.

A copy of the completed lien waiver including the BLP approval date is returned to the property owner as your proof that you will no longer be responsible for that tenant's electric bill. We recommend you verify that you receive a copy of the completed form since some tenants fail to provide us the form when they discover a higher deposit is required. Any time the name is changed for that electric service, a new lien waiver form must be completed to continue protection.

In an effort to further assist area landlords, the Board of Light & Power has developed an AUTHORIZATION TO RELEASE PERSONAL AND ACCOUNT INFORMATION form (copy attached). You can use this form with new and existing tenants and retain it with your rental agreement. If an event arises in which you need access to the tenant's personal account information held by the Board of Light & Power, you can provide us with a copy of the authorization form. With a signed authorization form in hand, we will be able to provide the tenant's information to you with no additional "invasion of privacy" concerns.

We hope this will help clarify your responsibilities and potential liabilities as a property owner of rental units as they relate to the Board of Light and Power. Please feel free to contact our customer service office at 616-846-6250 if you have any questions.

Sincerely,

THE GRAND HAVEN BOARD OF LIGHT AND POWER

LIEN WAIVER

Grand Haven Board of Light and Power

RESPONSIBILITY FOR PAYMENT OF ELECTRIC ENERGY CHARGES

Tenant (Customer) Name: _____

Service Address: _____

Account Number _____

Owner Name: _____

Mailing Address: _____

Telephone Number: _____

I, the tenant at the above service address have agreed with the owner that I will be solely responsible for the payment of electrical energy charges and provide this as written notice of such to the Grand Haven Board of Light and Power in accordance with the Grand Haven Board of Light and Power Rules and Regulations, Collection Policy paragraph IB2, which states: "This document along with a copy of the lease is presented to the Board of Light and Power and charges for electrical energy furnished after the date the Board has received and signed this waiver and has had time to collect the required deposit will not be a lien against the premises."

With this form, a deposit of more than \$50.00 may be required of the tenant in accordance with the formula below. You may call the Billing Office, 846-6250, and obtain the amount of the deposit prior to the signing of this notice if you desire.

True copy of any written lease (must be) attached. _____

Deposit Required:

Estimated daily kWh _____ x _____ ¢ = \$ _____ x _____ days exposure = \$ _____

Minimum Deposit \$50.00

Tenant Signature

Owner Signature/Acknowledgement

To Be Completed by Board of Light & Power:

Date Received _____

Date Approved _____

AUTHORIZATION TO RELEASE PERSONAL AND ACCOUNT INFORMATION

I hereby authorize any entity, including but not limited to the City of Grand Haven and its Grand Haven Board of Light & Power, to release any and all of my account and personal information, including but not limited to my forwarding address, to the landlord identified below and I agree to indemnify and hold harmless any entity that releases this information upon receiving a signed copy of this authorization form.

Signature of Renter/Tenant

Signature of Witness

Date

Date

Name of Landlord

Address and Phone Number of Landlord: