

**CLAVERACK RURAL ELECTRIC COOPERATIVE, INC.
WYSOX, PENNSYLVANIA 18854**

POLICY BULLETIN NO. B-28

SUBJECT: FOREIGN LOAD

POLICY:

In order to prevent undue hardship to residents of multiple units sharing electric service (foreign load), the following procedure shall be followed when the Cooperative becomes aware of a foreign load situation.

RESPONSIBILITY: President & CEO

PROCEDURE:

The term "foreign load" describes a situation where a member's meter registers usage for utility service provided to another person or other persons, or for use in a common area shared by others, for example, hallway lighting, furnace fan, laundry room appliances, or well pump. Consequently, a member whose meter registers foreign load usage may be billed and pay for utility service that he or she did not use.

1. A member that is not the property owner may provide the Cooperative with a signed letter stating that the dwelling provides other services such as water or heat to additional dwellings, and that this situation has been disclosed in writing to the member by the property owner, and that they will accept financial responsibility for the account and all of the electric consumption.
2. Upon discovery of a foreign load that had not been disclosed to the tenant and for which the tenant had not accepted financial responsibility, the Cooperative will notify the owner and immediately place the account for that dwelling in the building owner's name. The building owner is by law responsible for notifying both the utility and the tenant when the foreign load is removed from the tenant's meter. The Cooperative will accept a signed letter from the owner stating that the foreign load has been removed from the tenant's dwelling, or the account will remain in the building owner's name until the foreign load is removed. If verified that the foreign load has been removed, the account may be placed back into the tenant's name.
3. If the tenant, who has accepted financial responsibility for disclosed foreign load wishes to discontinue service or is disconnected for non-payment, the Cooperative will notify the owner and place the account into the property owner's name.
4. If the property owner wishes to discontinue service or is facing a disconnect situation, the tenant may apply for membership and transfer the service into his/her name, as long as all membership requirements are met and signed letter is provided as noted above. Membership requirements and the acceptable foreign load letter must be received by the Cooperative within 30 days, or the account may be disconnected.

SOURCE: Adopted by board resolution on November 24, 2010.