

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

POLICY BULLETIN NO. B-9

SUBJECT: Disconnection of Service: Tenant of a Member/Landlord

POLICY:

In order to prevent undue hardship to tenants of a unit at which electric service is provided under an account established by the landlord or another, the following procedure shall be followed for disconnection of electric service at the tenant occupied unit.

RESPONSIBILITY: President & CEO

PROCEDURE:

When a determination has been made that electric service should be terminated for nonpayment or upon request by a landlord of a dwelling occupied by a tenant, the following procedures shall be followed:

1. The member/landlord, or his agent, shall be notified of the proposed disconnection in writing by mail or personal service at least thirty-seven (37) days prior to the proposed date of disconnection. This notice shall include:
 - a.) The amount owed by the member/landlord.
 - b.) The date on which service will be disconnected if payment is not made.
 - c.) Requested tenant contact information and notice that the cooperative is required to contact the tenants about the pending disconnection.
2. If others are affected by the loss of service, the member/owner is required to provide tenant contact information and the Cooperative will notify the tenants in regards to:
 - a.) The date after which service will be disconnected.
 - b.) The amount due for the 30 day period preceding this notice to the tenants.
 - c.) Information to the effect that the tenant or tenants have a right to circumvent discontinuance of service by payment to the Cooperative by check or money order of an amount equal to the amount due from their landlord for a 30-day period preceding this notice.
 - d.) Information to the effect that the tenant has the right to deduct the amount of any direct payment to the Cooperative from any rent payment then or thereafter due.

3. Tenants may also apply for membership by submitting a membership application as well as a security deposit, if necessary, to the cooperative's office and placing the account in the name of the tenant to avoid disconnect. If the service is transferred from the landlord to the tenant, the landlord will remain responsible for the unpaid balance on the account while it was still in the landlord's name.
4. If the dwelling has a foreign load, the account cannot be placed in a tenants name unless the tenant agrees to the foreign load and provides the cooperative with documentation as outlined in policy B-28.

SOURCE: Adopted by board resolution on July 21, 1981.
Revised by board resolution on 9/19/95; 9/16/98, 06/27/05, 11/24/10.
Reviewed by Bylaw & Policy Committee on: 6/30/89.