



Subject: Revert to Owner Service Program

Dear Sir or Madam:

Thank you for your interest in our **Revert to Owner Service Program**. This convenient program directs Duke Energy to switch the electric service account(s) automatically for your rental property(s) into your company's name when residents move out.

If you would like to participate, please review the enclosed program description, complete the authorization form and return it via mail or fax as noted. We will process your request within seven working days after receiving the form.

**More Convenience for Revert to Owner Participants**

Whether you own or manage one rental property or hundreds, our free **Online Property Manager Service** can help you save time. It is designed just for property managers and enables you to:

- Confirm whether a tenant has applied to have electric service put into his/her name
- Confirm if the tenant has met all requirements and the request for service has been scheduled
- Confirm if a tenant has requested a disconnection of electric service
- Disconnect the electric service if the account is in the property manager's name
- Place an order to connect electric service in the property manager's name if power is off
- Receive an email notification when a tenant requests a disconnection or a connection for electric service

To learn more about this service visit our website at [www.duke-energy.com/property-managers](http://www.duke-energy.com/property-managers)

To add this free online service, just check the box on your Revert to Owner Authorization Form and provide your email address before you return it. If you have additional questions about the Revert to Owner Service Program, please call us at 1-800-777-9898. We are available to assist you 24 hours every day.

At Duke Energy, we appreciate your business and the opportunity to serve you.

Sincerely,

A handwritten signature in black ink, appearing to read 'JRR' followed by a surname that is partially obscured but likely 'Ransom'.

Billing and Account Maintenance

JRR:jdm

Enclosure

## Revert to Owner Service Program Authorization Form

I request to participate in the Duke Energy **Revert to Owner Service Program** that is available to owners or property managers who wish to maintain electric service at their properties between residents without having the service disconnected. The following information should be used to establish accounts between residents.

Legal Name of Company: \_\_\_\_\_

Complex Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Federal Tax ID \_\_\_\_\_ or Social Security # \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

I acknowledge that I have read and understand the provisions of the program as outlined below:

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please contact me to add the free **Online Property Manager Service**  
Email Address: \_\_\_\_\_

Please return this form and your property address listing complete with complex name(s) and individual street addresses by fax or mail as follows:

**By Fax:**

1-800-640-5991

ATTN: Revert to Owner Service Program

**By Mail:**

Duke Energy

ATTN: Revert to Owner Service Program DT02V

9700 David Taylor Drive

Charlotte, N.C. 28262-2363

## Revert to Owner Service Program Description

1. When a resident requests disconnection of a rental property, service will not be disconnected. Instead, Duke Energy will read the meter and automatically set up the account in the name shown above with the following exceptions:
  - a. The service will not be automatically transferred into your name if service to a resident has been disconnected for nonpayment of bill or violation of Duke Energy's Service Regulations.
  - b. An inspection may be required by local government if changes are made to the electrical wiring in the facility.
2. In order to participate in the Revert to Owner Service Program, the owner or property manager will identify the accounts according to the attached list. Therefore, the owner or property manager will notify Duke Energy of accounts to be added or deleted from the Revert to Owner Service by submitting a list of revisions, additions or deletions to the list.
3. Residential accounts established in the owner's or property manager's name will be set up on the same residential service rate schedule as the previous resident.
4. Non-residential accounts established in the owner's or property manager's name will be set up on the applicable general service rate schedule, G or GA. The contract kw will be set on 15 kw or less.
5. Revert to Owner Service will apply to all electric service agreements on the designated account, (e.g., multiple meters, outdoor lighting, etc.)
6. Accounts used solely for services such as outdoor lighting and common facilities that are not leased to tenants should not be included on the list of participating accounts.
7. When a non-residential account is established on the Revert to Owner Service Program, a copy of the service agreement will be mailed to the owner or property manager, the terms of which will apply to each subsequent period that the account is set up in the owner's or property manager's name between tenants.
8. Failure to pay any bills while service is in the name of the property owner or manager may result in transfer of the outstanding balance to another account, disconnection of service and / or removal from this service.

