



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.

Printed name of Renter/Tenant	Signature of Same	Date
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Signature of Witness _____
Date

Printed Name of Witness

Name of Landlord/Agent

Mailing Address of Landlord/Agent _____
Daytime Phone for Landlord/Agent

Rental Property Address

Customer Account Number
(Grand Haven Board of Light and Power will complete)



LANDLORD PROTECTION PROGRAM

The Grand Haven Board of Light and Power would like to identify rental properties serviced by the Board of Light and Power, and offer to the property owner a shutoff protection program.

The three types of service being offered are as follows:

- READ:** This option would automatically transfer service to the landlord's name when a tenant contacts the Board of Light and Power to have service discontinued unless a new tenant is moving in at the same time.
- ALL SHUTOFFS:** Landlords may elect to have service transferred to their name if the service is to be disconnected for any reason, including nonpayment.
- SEAL:** Service at property is sealed when a tenant requests service discontinued, and remains off until next tenant requests service or landlord gives further instruction.

Please use the enclosed form to list rental properties serviced by the Board of Light and Power (including unit and/or apartment numbers), and check the type of shutoff protection applicable to each.

NOTE: Any future changes in ownership of rental property also needs to be reported to Customer Service to prevent incurring bills in your name after you sell a rental property.

Please contact Customer Service at 616-846-6250 with any questions you have concerning this program.



LIEN WAIVER

RESPONSIBILITY FOR PAYMENT OF ELECTRIC ENERGY CHARGES

Tenant (Customer) Name: _____

Service Address: _____

Account Number _____

Owner Name: _____

Mailing Address: _____

Telephone Number: _____

I, the tenant(s) 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 Collection Policy paragraph IB2, which states: "This document along with a copy of the lease is presented to the Board of Light and Power (BLP) and charges for electrical energy furnished after the date the BLP has received and signed this waiver and has had time to collect the required deposit will not be a lien against the premises."

In accordance with the Grand Haven Board of Light and Power Collection Policy paragraph IB3, "deposits collected under the Lien Waiver shall be based on an estimated six (6) months usage at that premise and at the BLP's discretion may be reviewed and adjusted periodically to reflect actual usage." You may call the BLP at (616) 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: Minimum Deposit \$80.00

Deposit Paid: _____

Tenant Signature

Owner Signature/Acknowledgement

To Be Completed by Board of Light & Power:

Date Received _____

Date Approved _____



October 28, 2013

Dear Property Owner/Management Company.

Currently, you have property that is enrolled in the Lien Waiver program for electrical services provided by the Grand Haven Board of Light and Power. Recently our Board of Directors made the decision to opt-out of PA95, which requires a mandatory surcharge on all customers to fund a low-income home heating assistance program administered by the State. As a result, some restrictions are imposed on the utility with regards to disconnecting residential customers for non-pay. This impacts the requirements of some of our Customer Service policies, including our Lien Waiver program. The Board of Directors has therefore approved some changes to these policies which go into effect beginning November 1, 2013.

The biggest change to this program is the Grand Haven Board of Light and Power has increased the required security deposit fee. Under the old policy, the security deposit was based on a three (3) month average usage. The new policy has increased the security deposit amount to be based on a six (6) month average usage. Also, we will be reviewing all current lien waiver applications and billing for any additional deposit that is required to be held on the tenants account.

Please find enclosed a copy of the new lien waiver forms that will go into effect on November 1, 2013. We request you replace all old forms with this new information that has been enclosed to better inform your new tenants of the increase in security deposit fees for electrical services.

If you have any questions, you may contact the Customer Service Department at (616) 846-6250. Thank you for working with us to implement these changes.

Sincerely,

Tammera K. Harmsen
Accounting and Customer Services Supervisor

