



## **Revert-to-Owner (RTO) Agreement for Rental Property Owners or Agents**

If you are a rental property owner or agent, you can request that electric service to designated properties be transferred to your name and continue without interruption when a tenant terminates service (as outlined in the specified conditions).

Just print, complete and fax or mail the attached Agreement. Make sure to list all the rental properties you want included in the Agreement.

### **Things to note:**

- Unless you provide seasonal dates for the properties listed in the Agreement, transfers will be automatic.
- There will be a \$15.00 Service Initiation Charge each time electric service is transferred into the owner or rental agent's name.
- The agreement is effective as soon as we receive it.
- We will send you an Authorization Number to use when transacting business on the accounts covered by the Agreement.

If you have questions, e-mail us ([customer\\_service@dom.com](mailto:customer_service@dom.com)) or call us at 1-888-667-3000.



## Revert-to-Owner Agreement

Return this completed agreement to the address shown at the bottom or fax to 1-800-362-0658.  
Please keep a copy for your records.

Fill in the following required information:

Print Owner/Landlord Name \_\_\_\_\_ Title \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Daytime Fax \_\_\_\_\_

Landlord's Home or Business Address \_\_\_\_\_

Employer \_\_\_\_\_ E-mail Address \_\_\_\_\_

DBA(doing business as - Company name) \_\_\_\_\_

Social Security Number or Tax ID Number \_\_\_\_\_

**WHEREAS:** In the accompanying list below, please place the following service locations into the name of \_\_\_\_\_, to be hereinafter referred to as "Landlord" who is the owner or rental agent of rental units (the location of said units are indicated on the list enclosed with this application) receiving service from Dominion Virginia Power and:

**WHEREAS:** Landlord wishes to maintain continuous electric service at such locations during periods when such units are unoccupied:

**NOW, THEREFORE,** in consideration of mutual agreements herein:

1. Landlord agrees to be responsible for the payment of all electric service rendered during such periods when the service is in the Landlord's name. Delinquency of Landlord's bill could result in termination of this agreement. Dominion Virginia Power will notify the Landlord in writing of such action. In such event, Dominion Virginia Power may refuse to provide this automatic transfer service to the Landlord in the future.
2. Dominion Virginia Power will supply an Authorization Number in writing. It must be provided when transacting business on the accounts covered by this agreement.
3. Landlord agrees to provide Dominion Virginia Power upon request, the forwarding address of all prior tenants, if the Landlord has such forwarding addresses.
4. Dominion Virginia Power agrees to continue its service at such locations and to transfer the billing for interim periods when such premises are unoccupied to Landlord in accordance with this agreement.
5. It is mutually understood and agreed that the sole purpose of this agreement is to maintain continuity of service at rental property of Landlord in the event departing tenant orders Dominion Virginia Power to discontinue service.
6. It is further mutually understood that this agreement does not cover discontinuance of service resulting from lack of identification or credit references, failure to pay bad debt or security deposit at time of tenant turn on, or non-payment of electric billings, i.e., if tenant is delinquent in paying his/her electric bills, service may be discontinued without notice to the landlord. This agreement does not extend obligations of Dominion Virginia Power to Landlord beyond those provided by law.
7. The Landlord agrees to promptly notify Dominion Virginia Power in writing when he or she, wishes to change the billing address for this agreement, sells the property (ies) or ceases to operate the covered rental units, needs to add or delete properties, change the Authorization Number or discontinue this agreement. In addition, any request for turn-off of electric service at the specific rental unit already transferred into the Landlord's name, whether temporary or permanent, must also be in writing or faxed to 1-800-362-0658.

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If applicable, seasonal dates for this agreement: FROM: \_\_\_\_\_ TO: \_\_\_\_\_.

**All** service addresses to be included in this agreement are (attach separate sheet, if necessary):

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Following a transfer, please mail the bills to the following billing address:

Recipient's Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

\*Signature \_\_\_\_\_ Date \_\_\_\_\_

Sole Proprietors must sign. Corporations require a corporate officer's signature. Partnerships require a general partner's signature.

**Mail form to:**

ATTN: RESEARCH & RESOLUTION  
DOMINION VIRGINIA POWER  
7500 WEST BROAD STREET  
RICHMOND, VA 23294-3600