

# LANDLORD AUTOMATIC READ OVER PROGRAM



To the Customer: Enrolling in the “Landlord Automatic Read Over Program” allows Central Hudson to provide gas or electric service to a landlord, owner or rental agency when a tenant requests their services to be disconnected.

Please complete this form with all information and applicable account numbers and mail it to Central Hudson, Customer Account Services, 284 South Avenue, Poughkeepsie, NY 12601, email to [paperwork@cenhud.com](mailto:paperwork@cenhud.com) or fax to: (845) 486-5658.

<b>Landlord/Owner Name/Business Entity</b>						
<b>Phone #</b>			<b>Email Address</b>			
<b>Mailing Address</b>					<b>City, State, Zip Code</b>	
<b>Account Number(s)</b>	<b>Street Address</b>	<b>Meter(s) please select</b>			<b>Apt # or indicate ALL</b>	<b>City (Required)</b>
		<b>Gas</b>	<b>Elec</b>	<b>Both</b>		

**Account Number or Address is required. If additional space is needed, please provide on a separate sheet.**

I understand that when my tenant(s) at the above listed properties wish to close their account(s) at Central Hudson, that the gas/electric service will automatically be put into my name to avoid service interruption. I agree to assume this responsibility for billing until:

- A new tenant requests service in their name **OR**
- I contact Central Hudson directly to discontinue service

Please choose from one of the following options for the Landlord Automatic Read Over Program:

- Year Round                       November 1<sup>st</sup> thru April 15<sup>th</sup> **ONLY**

Choosing the option of November 1<sup>st</sup> through April 15<sup>th</sup> will require a phone call from you on the following dates; November 1<sup>st</sup> to **UNLOCK** the meters that are off, and April 15<sup>th</sup> to **LOCK** the meters that remain in your name. **This process is not done automatically.**

**Please note:** The agreement is not valid if the tenant is locked for non-payment of their Central Hudson account.

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

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

**Title** \_\_\_\_\_

