



## Third Party Authorization Agreement

This is a legally binding contract. This form must be signed by:

- The account holder
- If a company or other business entity, by owner or officer

### Customer Information:

Account Name: \_\_\_\_\_

Company Name: c/o Promax Management, Inc.

Owner/Officer: \_\_\_\_\_

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

Forwarding Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Address Where Bills Should Be Sent:

c/o Promax Management, Inc.

7007 Kilworth Lane

Springfield, VA 22151

### Authorized Third Party's Information:

Third Party's Name: Promax Management, Inc.

Third Party's Address: 7007 Kilworth Lane, Springfield, VA 22151

Third Party Phone Number: 703-642-5683

Third Party Email Address: info@promaxrealtors.com



**Service Location(s) Included In this Authorization:**

**Service Location:** \_\_\_\_\_

**Service Location:** \_\_\_\_\_

**Account Number(s):**

**Name on Account(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach a separate sheet if needed)

**Letter of Authorization/Property Utility Disclaimer Statement:**

*This document may give the Third-Party Agent identified above permission:*

- *To request and receive the below information*
- *To perform the activities listed below on my behalf*

**Account Owners - please authorize third party access by checking below where appropriate:**

☒ The ability to connect or Disconnect Service

☒ The ability to Change the Mailing Address of record on the account

☒ The ability to receive a pin number

☒ The ability to obtain account history, profile and rate comparisons, & meter usage



### Expiration/Termination of Authorization

**Please complete this section to specify how long you want the authorization to remain in effect:**

\_\_\_\_\_ **Date Specific – One (1) Year Maximum:** The actions specified above will be accepted and processed from the date of execution on this authorization until \_\_\_\_\_.

\_\_\_\_\_ **Two (2) Years:** The actions specified above will be accepted and processed from the date of execution on this authorization for a period of two (2) years thereafter.

\_\_\_\_\_ **Three (3) Years:** The actions specified above will be accepted and processed from the date of execution on this authorization for a period of three (3) years thereafter.

#### **\*\*Please Note\*\***

*This authorization will NOT terminate automatically if the specified Dominion Energy account(s) close before the end of the authorization period.*

*You may revoke this Authorization by providing written notice by e-mail at AccountSupport@support.domenergyvanceb.com*



### Acknowledgement and Signature

I hereby affirm that I am:

- The account holder of record for the account(s) listed above OR
- The owner or officer of such account(s)

I understand that Dominion Energy reserves the right to verify any authorization request submitted before releasing information or taking any action.

I understand that by providing my written consent, I am authorizing Dominion Energy to release the requested information on the account(s) listed above to the Third Party Agent. I further agree and acknowledge that Dominion Energy will not be responsible or liable in any way for the Third Parties' use and security of my usage data, related information or actions taken on my behalf regarding the account(s) pursuant to this Authorization. I hereby release, hold harmless and indemnify Dominion Energy from any liability, claims and demands causes of action, damages or expenses resulting from:

- 1) any release of information pursuant to this Authorization.
- 2) the unauthorized usage of this information by the Third-Party Agent for Owner.
- 3) any actions taken by the Third-Party Agent for Owner pursuant to this Disclaimer.

I understand I have the right to revoke this Authorization at any time by providing written notice to Dominion Energy at the following email address:

[AccountSupport@support.domenergyvanceb.com](mailto:AccountSupport@support.domenergyvanceb.com)

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_



## **Revert to Owner Agreement**

### **Terms and Conditions of Revert to Owner Agreement**

In addition to authorizing the above information to be disclosed to a third party, an account owner may - by checking the appropriate boxes below and signing where indicated - create a "Revert to Owner Agreement" whereas service to designated property(ies) will transfer back to the account owner's name automatically, allowing service to the property to continue without interruption when a tenant terminates service.

Please check the appropriate box below:

☒ **YES**, I want to Create a Revert to Owner Agreement whereby service to the property(ies) identified in the Third-Party Authorization section above will transfer to my name and continue without interruption when a tenant terminates service. *[If you wish to identify different property(ies)/account(s) than those listed in the Third-Party Authorization form above, please use a separate piece of paper and attach it to this document.]*

☐ **NO**, I do not want to Create A Revert to Owner Agreement whereby service to designated property(ies) will transfer to my name and continue without interruption when a tenant terminates service.

**Please read the following terms and conditions, which apply to the Revert to Owner Agreement, and initial where indicated:**

- 1) There will be a service initiation charge each time electric service is transferred into the owner or rental agent's ("Landlord's") name.
- 2) Landlord agrees to be responsible for the payment of all electric services rendered during such period when the service is in the Landlord's name. Delinquency of Landlord's Bill could result in termination of this Revert to Owner Agreement, and Dominion Energy may refuse to provide this automatic transfer of service to the Landlord in the future.
- 3) Dominion Energy will supply an Authorization Number in writing to the Landlord. This Authorization Number must be provided to Dominion Energy when transacting business on the account(s) covered by this agreement.
- 4) Landlord agrees to provide Dominion Energy, upon request, the forwarding address of all prior tenants, if the Landlord has such forwarding addresses and providing these addresses does not violate any applicable laws.



- 5) Dominion Energy 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 Revert to Owner Agreement.
- 6) It is mutually understood and agreed that the sole purpose of this agreement is to maintain continuity of service at the rental property(ies) of Landlord in the event a departing tenant orders Dominion Energy to discontinue service.
- 7) It is further mutually understood that this Revert to Owner 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 Revert to Owner Agreement does not extend any obligations of Dominion Energy to the Landlord beyond those provided by law.
- 8) **The Landlord is responsible for all billing while the account is in the Landlord's name.** The Landlord agrees to promptly notify Dominion Energy in writing when he/she: (i) wishes to change the billing address for this agreement, (ii) sells the property(ies), (iii) ceases to operate the covered property(ies), or (iv) needs to add or delete properties. Any request for a turn off of electric service at any specific property(ies) already transferred into the Landlord's name, whether temporary or permanent, must also be writing and sent to the following email address: [PMP@support.domenergyvanceb.com](mailto:PMP@support.domenergyvanceb.com).
- 9) Unless you provide seasonal dates for the property(ies) listed in this Revert to Owner Agreement, transfers will be automatic. Seasonal dates for this Revert to Owner Agreement are:  
From: \_\_\_\_\_ N/A \_\_\_\_\_ To \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_ I understand the Terms and Conditions of this Revert to Owner Agreement and wish to set up a Revert to Owner Agreement for the address(es) listed on this Agreement.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_