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## **STANDING ORDER PROCEDURE AND AUTHORIZATION**

A Standing Order is a service offered to landlords for rentals for residential properties only. The intent for establishing a Standing Order is to aid the landlord in protecting their property from problems that might arise from a lapse in power. When a Standing Order is in effect on an account and a tenant requests a disconnect of electricity, the service is immediately put in the name of the landlord. The landlord then pays the electric bill between renters. All Association charges will apply to the change in service per LPEA Rule No. 20. Those fees would normally be, but are not limited to, a \$25.00 administrative fee and a \$50.00 service charge to physically read the meter, unless an AMI meter is installed.

- The landlord is responsible for all bills until the service is changed into the new tenant's name.
- This is a year-round agreement. If the landlord requests service to be disconnected between tenants, the agreement will be cancelled.
- We request that landlords inform us if their tenants move without notice.
- The landlord must cancel the Standing Order when a rental unit is sold or reverts to personal property use.
- For our records, you need to keep LPEA updated with your current phone number.
- On-time payment is required, or Standing Order will be cancelled.

If a tenant must be disconnected for non-payment of their electric bill, the Standing Order on the account will **NOT** be implemented. To be reconnected, the landlord must notify LPEA to request a connect and the premises must be vacated by the renter.

With your signature below, this form will serve as written confirmation of your acceptance of the above-stated conditions. For the purpose of identification on any telephone request, we require your social security number. If, for any reason, that number cannot be verified by telephone, we will require you to show identification in our office.

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Social Security No: \_\_\_\_\_

Go Paperless Email \_\_\_\_\_

Please list all addresses for which you are requesting a standing order.

Rental Addresses: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only: CC#: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Account# \_\_\_\_\_