



## Sub-Metering Services

In order to sign up for a Duplicate or Courtesy Statement for your account, we must have the following information on file: (Please note it will start with the next statement.)

Duplicate Statement Fee: **\$2.00 Per Billing Cycle** (charged as a line-item on each statement)

One-Time Tenant Activation Fee: **\$12.00 per new tenant**

Property Owner: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Tenant Phone Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Tenant Mailing Address (If other than the service address): \_\_\_\_\_

MeterNet Account Number: \_\_\_\_\_

### Please Note:

**Owner:** The account will remain in your name. You have to continue to receive the original copy of each statement as the Association will hold you *ultimately* responsible for any outstanding balances including late fees, NSF fees or other charges the tenant may have incurred. **Only you can schedule any tenant move-in/move-out and cancellation of the duplicate statement via email, phone call or written request.** MeterNet will not be responsible for prorating any bills/charges for the tenant. MeterNet will also not be responsible for refunding any credit balance the tenant may have incurred on the account during their lease. Any credit balance will remain on the account and must be negotiated and refunded by the landlord.

**Tenant:** You will be receiving a duplicate statement in order for you to make payments for the sub-metered utility charges at the request of your landlord. Please refer to the terms of your lease agreement. If the account becomes delinquent, you may be considered in violation of your lease which could lead to penalties, eviction or other legal proceedings by the landlord.

I acknowledge that MeterNet is not responsible for implementing or enforcing any tenant/landlord agreement and cannot be held responsible for any loss, damage or expense, of whatever kind or nature, due to tenant/landlord issues that may arise by signing this agreement.

Owner Signature: \_\_\_\_\_

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

Tenant Signature: \_\_\_\_\_

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

Please return completed form via mail, email or fax.