



**LANDLORD/PROPERTY MANAGER REQUEST
AND TENANT AUTHORIZATION
FOR NOTICE OF PENDING DISCONNECTION**

NOTE: Both tenant and landlord/property manager must complete and sign this form in order for it to be valid.

Tenant: Complete this form if you are a tenant authorizing Madison Gas and Electric Company (MGE) to notify your landlord/property manager of any pending disconnection of electric service to your rental unit due to nonpayment of past-due charges.

Landlord/Property Manager: Complete this form if you are a landlord/property manager requesting notification of any pending disconnection of electric service to a tenant's rental unit.

Return the signed form by mail to: **Madison Gas and Electric Company
Attention: Customer Assistance
PO Box 1231
Madison, WI 53701-1231**

If you prefer, you may email a scanned copy of the signed form to **CustomerServices@mge.com** or fax it to **(608) 252-4714**. If you have any questions, contact MGE at **(608) 252-7000**.

Name on MGE Account		MGE Account Number	
Service Address			
City	State	ZIP	Phone Number
Date you will first reside in the rental unit (if after the date this form is completed)			

Landlord/Property Manager to Receive Information

Landlord/Property Manager Name			
If Landlord/Property Manager is a Company, Name of Contact Person			
Mailing Address			
City	State	ZIP	Phone Number

Tenant Approval

I am a tenant who currently resides, or will reside as of the date indicated above, in the rental unit listed above. I hereby authorize MGE to notify the landlord/property manager listed above of any pending disconnection of electric service to the rental unit due to nonpayment of past-due charges. I also authorize MGE to provide information about the status of any such disconnection to the landlord/property manager listed above. I understand that this release is voluntary. I also understand that I may revoke this authorization in writing at any time, except for that information that has already been released prior to my revocation.

Customer Signature _____ Date _____
 Printed Name _____ Title (if applicable) _____

Landlord/Property Manager Request

I own, manage, or am a representative of the landlord/property manager of the rental unit listed above. I hereby request MGE to notify me of any pending disconnection of electric service to the rental unit listed above.

Landlord/Property Manager Signature _____ Date _____
 Printed Name _____ Title (if applicable) _____