



**What is a Landlord Agreement?** Our Landlord Agreement Program was created for the mutual benefit of landlords and South Jersey Gas. This program helps landlords or their authorized management agents monitor the natural gas service status at their properties. Please see our options below.

**1. Full Notification Service**

SJG will automatically transfer an account from the tenant's name to your name, provide you with written notification, and bill you from that point forward shall either of the following circumstances occur:

- a. A tenant requests a turn-off and no new tenants have called to put the service in their name.
- b. A tenant's gas will be shut off for past due bills.

**2. Limited Notification Service**

If a tenant requests a service turn-off or will be shut off for past due gas bills, SJG will send a written notice to the landlord.

If you would like to sign up for our Landlord Agreement Program, please thoroughly read over the Agreement Terms and Conditions. Completed forms can be sent back via mail, email or fax. Once the Agreement is received and processed, a copy for your record keeping will be returned.

1. **Term.** This agreement shall be effective as of the date it is processed by South Jersey Gas and up until it is terminated by either party hereto by giving (7) days written notice to the other party. The termination of the Agreement shall not alleviate the Landlord from their responsibility to pay for any charges which had accumulated prior to the effect date of termination.
2. **Cost.** On the Full Notification Service, a transfer of service fee of \$7.00 will be charged to the Landlord each time services for a rental property are transferred from the tenant's name to the landlord's name. There is no fee for the Limited Notification Service. However, once services are disconnected, an activation charge of \$45.00 will be charged to whichever party calls to have the services reconnected.
3. **Responsibility for Payment:** By agreeing to the Full Notification Service and as the landlord of the property, you agree to be solely responsible for any and all charges which are incurred while the gas services are in your name, regardless of whether or not there is a tenant living in the rental unit. In the event that the landlord refuses to pay, they shall be removed from this agreement and be subject to discontinuance of gas services until payment is made.
4. **Changes, Additions, and Deletions.** It is the Landlord's responsibility to provide prior written notice in regards to any changes in agreement level choice, mailing address, phone number, sale of a property, or cancellation/modification of agreement. Notifications can be made by mail, email, or fax anytime during the billing cycle.
5. **Activation.** The completion of this agreement does not act as an initial request to turn on gas services. The agreement can not become active until gas services are on, either at the request of the landlord or tenant. Likewise, the removal of properties from this agreement is not a request to shut gas off at a property.
6. **Request to Turn Off Gas.** Upon receipt of notification that an account has been placed in the Landlord's name, he/she may request to have services turned off, for whatever reason. This does not cancel the agreement in whole.
7. **Billing.** For landlords of multiple properties, only one bill will be issued with multiple segments. Each segment will display the billing for one property/account.

**Please send Landlord Agreement Program Information to:**

**South Jersey Gas  
1 South Jersey Place, Atlantic City, NJ, 08401**

**Attn: Landlord Agreement Program  
Fax: 609-567-2684  
Email: ContactUs@SJIndustries.com**

