

# THIRD-PARTY NOTIFICATION FOR PROPERTY MANAGERS AND OWNERS

**Please enroll the following customer for Xcel Energy's Third-Party Notification.**

Third-Party Notification provides notification to another party in the event an account receives a disconnection notice. The Third-Party will receive a copy of the disconnection notice that is sent to the customer of record. A disconnection notice is issued when electricity or natural gas services are in jeopardy of being disconnected.

## Tenant Information

Completing this form authorizes Xcel Energy to mail a copy of any Disconnection Notice to the Third-Party named below.

Name (Please Print) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ Apartment/Unit Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Xcel Energy Account Number

**I agree and authorize Xcel Energy to mail any disconnect notices to the party listed below.**

This form will only be used for notification of pending disconnections and does not allow the third party any additional access or details of the account holder. This notification will be effective for **one year** after activation. This notice can be removed from the account by either party by contacting customer service at the phone number below.

Tenant's Signature \_\_\_\_\_ Date \_\_\_\_\_

***This request will not be accepted without the tenant's signature.***

**Mail any disconnect notices to the party listed below.**

## Third-Party Information

Third-Party Name (Please Print) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ Apartment/Unit Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Third-Party Signature \_\_\_\_\_ Date \_\_\_\_\_

***This request will not be accepted without the Third-Party's signature.***

We will make every effort to send a copy of the disconnection notice to the party specified. We are not responsible if the Third-Party fails to receive or act upon the notice.

\*The Third-Party Notification service does not modify in any way Xcel Energy's liability, if any, for property damage that may result from disconnection of a tenant's utility services.

Xcel Energy 24-hour Residential Service: **1-800-895-4999** | Residential Service Fax: **1-800-895-2895**