

**FAIRPORT MUNICIPAL COMMISSION**

31 South Main Street  
Fairport, New York 14450

CONSUMER OWNED AND  
MUNICIPALLY  
OPERATED



Operations Center (585) 223-9500  
Customer Service (585) 223-0440  
Accounts Payable (585) 223-0441

**RENTAL PROPERTY GUIDELINES & PROCEDURES**

Below we have outlined guidelines regarding rental properties:

- Property owners are financially responsible for electric service at their rental property any time there is not an active tenant, or immediately following the request for termination from an existing tenant
- When a tenant vacates a property, we expect the property owner to contact Fairport Municipal Commission and transfer service back into the property owner's name. Fairport Municipal Commission is **NOT** responsible for billing a tenant or property owner for specific periods in instances where we were unaware of the need for a final reading. The bill in question will need to be resolved between the property owner and the tenant.
- Fairport Municipal Commission reserves the right to disconnect an electric service for nonpayment any time a tenant or property owner does not pay a bill timely. The disconnect notice will go to the customer whose name is on the billed account. It is **NOT** Fairport Municipal Commission's responsibility to contact the property owner if a tenant is going to have their service disconnected for nonpayment
- A property owner may request us to disconnect service between tenants. To do this, a property owner must complete the "Electric Termination Request" form found in our billing office or on our website, [www.fairportny.com](http://www.fairportny.com). A property owner must request this each time they want power disconnected between tenants. Fairport Municipal Commission charges a \$25 re-connect fee that we will assess to the property owner.
- Once power is disconnected, a property owner must wait at least twenty-four hour before we reconnect it. We will not reconnect service during a weekend or any office holiday.
- Disconnected service for more than ninety consecutive days requires a property owner to obtain an electrical inspection prior to reconnection.

We are hoping by making these guidelines clear and available it will make the billing experience a pleasant and fair experience for all parties.