



6801 Industrial Rd  
Springfield, VA 22151

### AUTOMATIC NAME CHANGE CONTRACT

This agreement, effective this \_\_\_\_\_ day of \_\_\_\_\_, is by and between Washington Gas Light Company (WG) and \_\_\_\_\_ (Manager /Owner of Property).

- Whereas Manager is the owner or manager of an apartment building or single-family dwelling located at \_\_\_\_\_ (see attached list if more than one); and
- Whereas the tenants receive individual gas service from WG in their own names, and
- Whereas Manager would like to continue gas service during those periods when the property is vacant, but not pay service initiation fees, and
- Whereas WG will benefit from not having to turn the gas service off and then on again within a short period,

Now therefore the parties agree as follows:

When a tenant at the property notifies WG that the tenant will move out of the property, WG will automatically transfer the service to Manager's name, without imposing a service initiation fee. The date of the transfer will be the date requested by the tenant, and any disputes about the date of transfer will be resolved between the tenant and Manager. Manager will be responsible for paying the bill until WG transfers the service to the name of the new tenant. Automatic service transfers will not occur if the gas service at the property is discontinued for non-payment.

Manager may discontinue service to a particular property only by sending WG a written notice requesting such discontinuation and scheduling a meter reading date. Manager is responsible for providing access to the meter on the reading date.

This agreement shall be for an initial term of one year, beginning on the date first written above, and shall continue on a month-to-month basis until terminated. Either party may terminate after the initial term, by providing a written notice of termination to the other party, such termination to be effective on the next regular meter reading date after the notice is received and processed.

WG may terminate for cause if Manager requests termination of service to individual apartments or single-family dwellings more than two times in a twelve-month period.

Notices are to be sent to:

Washington Gas  
6801 Industrial Rd.  
Springfield, VA 22151  
**Attn: ANCP Desk**

**or** Email us at:  
ANCP@washgas.com

#### Billing Information:

Billing Name: \_\_\_\_\_ c/o: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Email \_\_\_\_\_

In witness whereof, the parties, intending to be bound, have executed this Agreement.

Manager:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Officer, Agent, Property Owner      Date      Title or Representative Capacity

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Printed Name of Officer, Agent, Property Owner      Business Phone      Home Phone      Cell Phone w/Area Codes

Washington Gas:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Washington Gas Representative      Date      Title or Representative Capacity