

PROPERTY MANAGER AUTHORIZATION TO RECEIVE OWNER INFORMATION OR ACT ON AN OWNER'S BEHALF

The Property Manager Authorization to Receive Owner Information or Act on a Customer's Behalf form is a form designed to permit property owners to specifically delegate specific authorities to property managers concerning PG&E accounts. The property owner may permit a property manager to receive information or transaction business on their behalf. The property owner must specify what information the property manager is entitled to receive and what if any act(s) the property manager may transact on their behalf.

In order to help serve you better, please include on a separate piece of paper a list of Accounts or Person IDs that you wish to have your property manager authorized to manage. In addition, providing your tax payer ID or Social Security Number anywhere on the form can help decrease processing time.

Completed and fully executed forms should be mailed to:

Pacific Gas & Electric Company
Correspondence Management
Attn: Property Manager Authorization Form
P.O. Box 997310
Sacramento, CA 95899-7310

Or forms may also be faxed to:

(559) 499-5100

Keep a copy of the completed authorization form for your records.



In an effort to make the Property Manager Authorization (PMA) form easy to complete and processed in a timely manner, here are some tips to follow when completing the form:

- The property owner must have service established in their name before being eligible to complete PMA form. If property owner does not have service established, please call the Business Customer Service Center first to begin service at 800-468-4743.
- The PMA form is an authorization form only. All service requests pertaining to specific properties must be requested through www.pge.com or the Business Customer Service Center at 800-468-4743.
- Property owner must use their legal entity when listing their name on form. This is the same name used when filing taxes with the State of California.
- Option A or Option B must be selected, both options cannot be selected.
- For Option A, please include full account #'s and addresses, including suite #'s and unit #'s, etc.
- All boxes must be initialed by owner, not checked including the cancellation clause under #10.
- PMA form must be signed by both property owner and property manager, not a company name.
- Although there is not a space on the form and it is not a requirement, a tax payer ID or Social Security Number could help with faster processing times. Please include on form if you prefer.
- Once received, the PMA form will be processed within 2 business days.
- If the PMA form is not completed correctly, a PG&E representative will make one attempt to call the property owner to explain missing or incorrect information.
- The PMA form can be mailed to:
Pacific Gas and Electric Company
Correspondence Mgmt Center
Attn: Property Manager Authorization Form
PO Box 997310
Sacramento, CA 95899-7310
Or
Faxed to (559) 499-5100
- Please do not include the Interim Service Agreement with the PMA form. The Interim Service Agreement can be mailed to:
Pacific Gas and Electric Company
Landlord Agreement
P O Box 8329
Stockton, CA 95208
Or
Faxed to (209) 476-7694

PROPERTY MANAGER AUTHORIZATION TO RECEIVE OWNER INFORMATION OR ACT ON AN OWNER'S BEHALF

PLEASE READ TERMS AND CONDITIONS CAREFULLY, THIS CONTRACT IS LEGALLY BINDING
(Please Print or Type)

Please note that when completing this form you have an important decision to make regarding the level of authority you can grant to your property manager and their specific acts/functions. There are two levels of authority to choose from, Option A and Option B.

Option A only allows your property manager the ability to manage the specified accounts that you designate below. Your property manager will be able to perform all the specified acts/functions that you authorize with limitations regarding **Function 9 Section A** (start service). If you choose to allow your property manager to start service on your behalf, your property manager will only be able to start service for an existing account or if you have previously had service in your name at that address. One way to eliminate the need to call and start service each time a tenant moves out is by completing the **Interim Service Agreement** form (described below). Additionally, if a new property is acquired, you will be required to contact PG&E to establish service. Your property manager will not have authorization to call and start service on your behalf.

Option B offers your property manager open ended authority to perform the specific acts/functions that you authorize. For example, if you choose to allow your property manager to start service on your behalf, they will be able to start service in any area of PG&E's service territory without any communication between you (owner) and PG&E. The Interim Service Agreement (described below) is also available under Option B.

The Interim Service Agreement form (to be signed by the owner) is designed to have the service transfer out of your name and into the tenant's name when the tenant signs up for service. In addition, when a tenant notifies PG&E of intent to move, service is automatically transferred back into your name without any call from you to reestablish service. To learn more about the **Interim Service Agreement form**, visit www.pge.com/customer_service/property_managers_owners/ or call the Business Customer Service Center at (800) 468-4743.

This Agreement between _____ (Applicant/Owner) and Pacific Gas and Electric Company (PG&E) is to establish authorization to permit property managers to take certain actions on behalf owner/account holder. The owner may permit a property manager to receive information or transact business on his or her behalf. It is PG&E's desire to permit property managers to transact necessary business in a manner consistent with the intentions of the owner without jeopardizing the confidential nature of the owner's information.

I, _____, hereby appoint _____
Property Owner Name of Property Manager

To act as my property manager and manage my properties under the following criteria and in the categories indicated below:

Option A: Authority to manage the following listed accounts (s):

1. _____
Service Address City Account Number
2. _____
Service Address City Account Number
3. _____
Service Address City Account Number

For more than 3 accounts, please list additional accounts on a separate sheet and attach to this form

Option B: Authority to manage all existing and future accounts and services addresses under owner's name

PROPERTY MANAGER AUTHORIZED FUNCTIONS – This authorization provides authority to the Property Manager. Once the owner authorizes specified functions, the Property Manager may receive and conduct business pertaining to the particular account(s) upon completion of this form and acceptance by PG&E.

I (Owner) authorize my Property Manager to act on my behalf to perform the following specific acts and functions (initial all applicable boxes or box 10 to authorize all functions):

- 1. Request and receive billing records, billing history and all meter usage data used for bill calculation for all of my account(s), as specified herein, regarding utility services furnished by the Utility.
- 2. Request and receive copies of correspondence in connection with my account(s) concerning (initial all that apply):
 - a. Verification of rate, date of rate change, and related information;
 - b. Contracts and Service Agreements;
 - c. Previous or proposed issuance of adjustments/credits; or
 - d. Other previously issued or unresolved/disputed billing adjustments.
- 3. Request investigation of my utility bill(s).
- 4. Request special metering, and the right to access interval usage and other metering data on my account(s).
- 5. Request rate analysis.
- 6. Request rate changes.
- 7. Request and receive verification of balances on my account(s) and discontinuance notices.
- 8. Request to change mailing address.
- 9. Request service requests, (initial all that apply)
 - a. Start Service
 - b. Stop Service
 - c. Routine Gas and Electric Appointments
- 10. Please initial to request authorization for all of the above functions (1-9).

I (OWNER) AUTHORIZE THE RELEASE OF MY ACCOUNT INFORMATION AND AUTHORIZE MY PROPERTY MANAGER TO ACT ON MY BEHALF ON THE FOLLOWING BASIS (initial box):

This agreement may be terminated by either party with 10 days' written notice to the other party. Owner agrees to provide PG&E with a minimum of 10 days' written notice prior to a change in status of owner's and/or property manager.

RELEASE OF ACCOUNT INFORMATION:

The Utility will provide the information requested above, to the extent available, via any one of the following. My (Property Manager) preferred format is (check preferred method):

- Hard Copy via Mailing Address _____
- Fax Number: _____
- E-mail address: _____

I (Owner), _____ (print name of authorized signatory), declare under penalty of perjury under the laws of the State of California that I am authorized to execute this document on behalf of the Customer of Record listed at the top of this form and that I have authority to financially bind the Customer of Record. I further certify that my Property Manager has authority to act on my behalf and request the release of information for the accounts listed on this form and perform the specific acts and functions listed above. I understand the Utility reserves the right to verify any authorization request submitted before releasing information or taking any action on my behalf. I authorize the Utility to release the requested information on my account or facilities to the above Property Manager who is acting on my behalf regarding the matters listed above. I hereby release, hold harmless, and indemnify the Utility from any liability, claims, demands, causes of action, damages, or expenses resulting from: 1) any release of information to my Property Manager pursuant to this Authorization; 2) the unauthorized use of this information by my Property Manager; and 3) from any actions taken by my Property Manager pursuant to this Authorization, including rate changes and starting, stopping, and transferring service. I understand that I may cancel this authorization at any time by submitting a written request. **[This form must be signed by someone who has authority to financially bind the customer (for example, CFO of a company).]**

_____	_____
AUTHORIZED PROPERTY OWNER	DATE
_____	_____
TELEPHONE NUMBER	MAILING ADDRESS

I (Property Manager), hereby release, hold harmless, and indemnify the Utility from any liability, claims, demand, causes of action, damages, or expenses resulting from the use of customer information obtained pursuant to this authorization and from the taking of any action pursuant to this authorization, including rate changes and starting, stopping, and transferring service.

_____	_____
AUTHORIZED PROPERTY MANAGER	DATE
_____	_____
TELEPHONE NUMBER	MAILING ADDRESS