

In an effort to make the Property Manager Authorization (PMA) form easy to complete, 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 have the property owner call the Business Customer Service Center first to begin service at 800-468-4743
- All fields must be filled out in order to ensure timely processing of the application
 - **Name & title of PG&E Customer of Record**
 - Name of property owner as noted on the PG&E account
 - Examples:
 - John Doe, owner
 - Jane Doe, Secretary for Pacific Gas and Electric Company
 - **Name and title of Property Manager with Authority to Manage PG&E Accounts and Bills**
 - Please designate the person or company you wish to authorize to manage your accounts
 - **Specified Time for Authorization**
 - Please choose one of two options. If no option is chosen, the default will be for an indefinite period of time
 - Indefinite Period of time
 - Specified Period of time
 - **Purpose**
 - At least one option must be selected to identify what level of authorization you are assigning to your property manager
 - Option 1: Receive and Pay PG&E bills
 - Option 2: Receive and access information about PG&E bills, rates & services
 - Option 3: Make changes to my PG&E services (ex. start, stop, transfer, rate changes, etc.)
 - **PG&E Accounts covered by the authorization**
 - Specific accounts
 - Please provide all Account Numbers and Service Addresses to be authorized
 - Any and all Existing and Future Accounts
 - Please provide the Tax ID Number or a reference Account Number
 - **Executed By**
 - The Signature, Print Name, Date, Title & Phone Number fields must be filled out by the property owner
- 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.