



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject	Number
	<u>DPP 500 P III-404</u>
	EFFECTIVE FEBRUARY
	9, 1987
RESIDENTIAL VACANCY BILLING	
	Supersedes JUNE 16,
	1975

Approved	Department	Page	1	of	4
	City Light				

1.0 PURPOSE:

1.1 To establish Department policy relating to the maintenance of electric service to vacant residential premises.

2.0 ORGANIZATION AFFECTED:

2.1 The City Light Department.

3.0 REFERENCES:

3.1 City of Seattle Ordinance 112738, Section 21.49.100, paragraph I, "Electric Rates and Provisions – Seattle City Light", or as the same way be amended or superseded.

3.2 DPP 500-III-414, Electric Service Disconnect/Reconnect – Vacant Premises.

4.0 POLICY

4.1 The Department shall maintain electric service to vacant residential premises unless:

- 4.1.1 The owner or authorized agent requests that the electrical service be discontinued (3.2).
- 4.1.2 The Department is unable to contact with the owner or authorized agent to accept electric service and pay the applicable charges during the vacancy period.
- 4.2 Property owners shall be responsible for electricity used when the premises are vacant. Owners of leased or rented premises shall be responsible for electricity used on the premises until the Department is notified to open an account for a tenant.
- 4.3 To maintain service during such absence as a vacation or business trip, customers shall have the following options:
 - 4.3.1 Prepayment of the estimated bills for such period.
 - 4.3.2 Acceptance of the regular billing at a temporary mailing address during the customer's absence. Failure to pay such bills when due shall subject the service to disconnection.
 - 4.3.3 Closure of the account during such absence for not less than six (6) months, provided that the regular account billing consists only of charges shall apply:
 - 4.3.3.1 The account billing shall be suspended during the Customer's absence.
 - 4.3.3.2 The first regular billing following the reopening of the account shall include an Account Service Charge and charges for accumulated electrical energy consumption at the applicable Residential Rate.

5.0 DEFINITIONS

- 5.1 Customer. Any person, firm, corporation, government agency, or other legal entity who uses, has used, or has contracted for electrical service from the Department.
- 5.2 Department. The Seattle City Light Department its Superintendent, or any duly authorized employee thereof.

- 5.3 Electric or Electrical Service. The supplying of electric energy and/or the facilities to deliver electric energy.
- 5.4 Residential Premise. An individual residential occupancy unit for which the Department has established a separate account number. Such a unit may be identified by location, street address, floor, room number, apartment number, moorage space, trailer space, etc.
- 5.5 Vacant Residential Premise. A residential premise not occupied or in use as a dwelling or maintained as a residence.

6.0 RESPONSIBILITIES

- 6.1 The Customer Assistance Unit, Customer Service Division shall be responsible for:
 - 6.1.1 Maintaining all records of occupancy status and account responsibility for residential premises.
 - 6.1.2 Determining the requirements and initiating requests for field investigations to establish occupancy status and/or account responsibility for residential premises.
 - 6.1.3 Determining the requirements, initiating orders, and maintaining records of service disconnections as provided herein.
 - 6.1.4 Determining the appropriate rates and fees for residential account billing as specified herein.
 - 6.1.5 Executing the billing of residential customers according to the rates and fees specified by the City of Seattle Ordinance 112738 and maintaining such records as are required by law and/or Department policies and procedures.
- 6.2 The Consumer Advisory Services Unit, Customer Service Division shall conduct field investigations as requested in 6.1.2 above and notify the Customer Assistance Unit of the results of all such investigations.

7.0 PROCEDURES

N/A

8.0 APPENDIX

8.1 Distribution: All Department Policy and Procedure Manuals.