

Seattle City Light
 Authorization for Release Of
 Customer Energy Use/Account Information
Multi-Unit Building



ATTN: CUSTOMER CARE DIVISION

Email: scl_consumption_requests@seattle.gov or Fax: 206-287-5311

This report is not for use with the Energy Disclosure Automated Benchmarking Program.
 It is for the consumption history of multiple units within a building and the form should be notarized.
 Data generated will be on an account level basis and not in aggregate.

REQUESTING PARTY:		
Requestor Name*		
Requesting Company*		
Mailing Address*		
Telephone*		
Fax		
Email Address*		
Please state the purpose of this request:*		
TO BE COMPLETED BY REQUESTING AGENCY:		
Premises Address*		Zip
TENANT/LESSEE NAME*	ACCOUNT#/ 	Unit*

Add additional sheets as necessary

PLEASE RELEASE THE FOLLOWING UTILITY CUSTOMER INFORMATION FOR THE TENANTS/LESSEES IDENTIFIED ABOVE: Enter reporting date range:

- Release current and/or historical energy use data**
- Release current and/or historical account information**
- Provide copy of bill(s) enter bill date(s)**

List any additional information that will help Seattle City Light fill your request.	
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By signing this document I acknowledge and certify that I am an authorized representative of _____ requesting energy consumption and/or utility account information for the accounts of the Seattle City Light customers listed as tenants/lessees above. I certify that prior to submitting this request, I have obtained a **Seattle City Light Authorization for Release of Customer Energy Use/Account Information** for

Please fill out this form completely, sign and date it, and return via email or fax to:

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Document Version 1 Date: 10/20/10

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each individual tenant/Seattle City Light Customer listed above and retain these documents with the tenants'/lessees' lease/file. **Upon request I will send a copy of the release(s) to Seattle City Light.** I also verify that for each tenant listed above, the start and end authorization at the time of this request are valid and reflect the dates listed in the tenant's authorization form on file with my company. I attest to the truthfulness of and take full responsibility for these statements.

I understand that if any of these statements are found to be untrue neither I nor my company will continue to receive individual tenant consumption reports. **Additionally, on behalf of myself and the requesting party identified above, I hereby agree to release and hold Seattle City Light and the City of Seattle harmless from any liability, claims or damages related to the release of the requested information.**

Print Requestor Name	Print Company Name
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Requestor Signature	Today's Date
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NOTARY:	
On this day personally appeared before me, _____, personally known to me to be the individual whose name is subscribed as the Requestor in the foregoing instrument. And whom after being duly sworn by me stated that on oath that he/she possesses the valid Seattle City Light Authorization for Release of Customer Energy Use/Account Information for each tenant listed above.	
Given under my hand and seal this _____ day of _____, year _____ in the State of _____, county of _____.	
Notary Print Name	Notary Sign Name
Commission Expires	