

# City of Seattle, Seattle City Light

## Portfolio Manager Automated Benchmarking Consumption Request\*



### Instructions

1. Typing is preferred, so the information is legible.
2. Before filling out this form, setup your User Account in Portfolio Manager.
3. Do not setup your meter in Portfolio Manager. We will supply your meter information.
4. Read our Terms and Conditions: [seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data](http://seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data)
5. You do not need the Account Holder signature, if there is more than one account holder in the building.

**New Request**

**Add/Remove/Change Meters**

### *To be completed by Building Owner or Authorized Property Management Agent:*

<b>Portfolio Manager Username</b>	<i>(Carefully choose your Userid. We strongly discourage changes in Userids, unless absolutely necessary.)</i>				
Building Name	Primary Address		Zip		
Alternate Address(es)	Example: Side or rear entrance with alternate street address.				
Recent Construction?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there more than one electric utility account associated w/building?	Yes <input type="checkbox"/> No** <input type="checkbox"/>	<i>(If No, Account Holder's signature required, below.)</i>	
Additional Comments	List any additional information that will help Seattle City Light with your request.				
<b>Owner/Authorized Management Firm</b>			Tel ( ) -		
Mailing Address	City	State	Zip		
Email					
<b>Authorized Consultant?</b>	N/A <input type="checkbox"/>		Tel ( ) -		
Mailing Address	City	State	Zip		
Email					
<b>Account Holder**</b> <i>(Required, if there is only one electric utility account associated w/building.)</i>	I authorize Seattle City Light to release the energy use and/or account data to the Building Owner/Authorized Agent. I 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 such data.				
	Print Name	Sign _____	Date		
<b>Owner</b> <input type="checkbox"/> <b>or</b> <b>Authorized Agent</b> <input type="checkbox"/>	Print Name	Sign _____	Date		

EMAIL THIS FORM TO [SCL\\_PORTFOLIO\\_MANAGER@SEATTLE.GOV](mailto:SCL_PORTFOLIO_MANAGER@SEATTLE.GOV) OR FAX TO 206.287.5305

**New Requests:** Please allow 5 business days for processing.

**\*Add/Remove/Change Meters:** Please allow 5 business days to process meter changes.

**\*NOTE:** Actual data changes won't occur until the monthly update.