



TO: _____

Fill in tenant / lessee name & address.

FROM: _____

Fill in building owner, or legal representative name.

DATE: _____

The City of Seattle’s **Energy Benchmarking and Reporting** ordinance (Seattle Municipal Code 22.920) requires the owner or legal representative of this building to annually report this building’s total energy use to the City of Seattle.

In order to comply, building owners and/or their legal representative are required to have tenants fill-out and sign the attached **Puget Sound Energy (PSE) Customer Data Release Form**. This release form is required for any buildings with four or less tenants that receive separate gas service, and have their own accounts with PSE. Please note that the owner or legal representative will not have access to your individual meter readings or bills. This form only allows PSE to release the building’s total natural gas energy use, aggregated across the entire building.

Please return the form by: (30 days from date of request) _____ to:

PSE’s MyData service is the most streamlined way to provide consumption data to the building owner to fulfill the annual benchmarking requirement. Tenants have the option to provide consumption data to the building owner by providing copies of monthly utility bills for the entire calendar reporting year. Failure to provide the information requested within 30 days will result in a citation and fine to you as a tenant (Seattle Municipal Code 22.920, Sec. 120).

For more information on Seattle energy benchmarking ordinance, visit:

www.seattle.gov/energybenchmarking.

THANK YOU FOR YOUR PROMPT ATTENTION TO THIS MATTER.