



In an effort to make the Property Manager Authorization (PMA) form easy to complete and processed in a timely manner, 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 call the Business Customer Service Center first to begin service at 800-468-4743.
- The PMA form is an authorization form only. All service requests pertaining to specific properties must be requested through www.pge.com or the Business Customer Service Center at 800-468-4743.
- Property owner must use their legal entity when listing their name on form. This is the same name used when filing taxes with the State of California.
- Option A or Option B must be selected, both options cannot be selected.
- For Option A, please include full account #'s and addresses, including suite #'s and unit #'s, etc.
- All boxes must be initialed by owner, not checked including the cancellation clause under #10.
- PMA form must be signed by both property owner and property manager, not a company name.
- Although there is not a space on the form and it is not a requirement, a tax payer ID or Social Security Number could help with faster processing times. Please include on form if you prefer.
- 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.
- The PMA form can be mailed to:
Pacific Gas and Electric Company
Correspondence Mgmt Center
Attn: Property Manager Authorization Form
PO Box 997310
Sacramento, CA 95899-7310
Or
Faxed to (559) 499-5027
Please note that the fax number will be changing in October and will be updated on www.pge.com.
- Please do not include the Interim Service Agreement with the PMA form. The Interim Service Agreement can be mailed to:
Pacific Gas and Electric Company
Landlord Agreement
P O Box 8329
Stockton, CA 95208
Or
Faxed to (209) 476-7694