

## NEW TENANT

# Changing Utilities

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### Electric

**Before your move in date, you need to set up your account dated on the first day of your lease.**

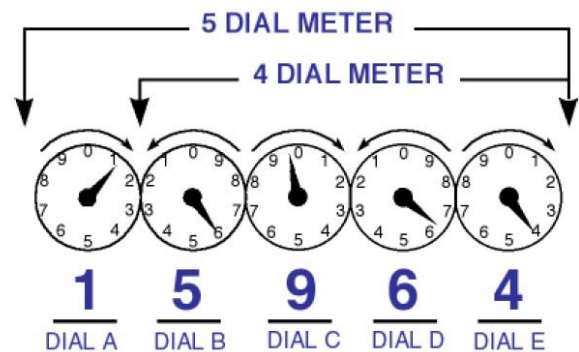
Seattle City Light: 206-684-3000

You can ask to have the reading pro-rated, but if meter reading is required, here are some tips to help you read your meter:

— Most meters have five dials but some have only four. The pointer on each dial moves in the opposite direction from the pointers on the dials next to it, so be careful.

— If the pointer is between two numbers, record the lower of the two numbers.

— If the pointer is directly on a number, look at the dial to the right. If the pointer on that dial has passed “0”, record the number the pointer is on.



### Gas

Call Puget Sound Energy or go online to fill out the ‘New Tenant’ form to open your account **dated on the first day of your lease.**

Puget Sound Energy: 888-225-5773 **OR**

- Go to [www.PSE.com](http://www.PSE.com):
1. Accounts and Services
  2. Property Managers
  3. New Tenant
  4. On-line Form
  5. Click on options below - Regular Utility Service
  6. Fill out on-line form and submit.

### Water/Sewer/Garbage

This bill stays in the owners’ names and is mailed to Maple Leaf Management. You do not need to do anything. Your first month and last month bills will be pro-rated. We will order a tenant copy to be sent to you. Once you start receiving your tenant copy directly from Seattle Public Utilities **please let our office know so that we will no longer need to mail you a copy of the bill.**