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Data Exchange with Portfolio Manager Consumption Request

**Instructions**

1. Typing is preferred, so the information is legible.
2. Before filling out this form, please review our Step-by-Step guide.
3. Use *Change Authorization* form if this building already participates in Data Exchange, but there’s been a change in the: 1) Owner/Authorized Management Firm or 2) Authorized Consultant.
4. Read our Terms and Conditions found [here](https://www.clarkpublicutilities.com/wp-content/uploads/2016/03/portfolioMgrTermsConditions.pdf).
5. You do not need the Account Holder signature if there is more than one account holder in the building.

***New Request***  ***Change Authorization***  ***Add/Remove/Change Meters***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***To be completed by Building Owner or Authorized Property Management Agent:*** | | | | | | | | | | | | | | |
| **Portfolio Manager Property Name** |  | | | | | | | | | | | | | |
| Is there more than one electric utility account associated w/building? | | | | Yes  No**\***  (*If No, Account Holder’s signature required, below)* | | | | | | | | | | |
| Additional  Comments | List any additional information that will help Clark Public Utilities with your request. | | | | | | | | | | | | | |
| **Owner/Authorized Management Firm** |  | | | | | | | Tel | **(****)** **-****x** | | | | | |
| Mailing Address |  | | City | | |  | | State | |  | Zip | |  | |
| Email |  | | | | | | |  | | | | | | |
| **Authorized Consultant?** | N/A |  | | | | | Tel | **(****)** **-****x** | | | | | | |
| Mailing Address |  | | City | | |  | | State | |  | Zip | |  | |
| Email |  | | | | | | |  | | | | | | |
| **Account Holder\***  *(Required, if there is only one electric utility account associated w/building.)* | I authorize Clark Public Utilities to release the energy use and/or account data to the Building Owner/Authorized Agent. I further agree to release Clark Public Utilities from any claims related to the release of such data.  Print Name Sign **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | Date | |  |
| **Owner**  **or**  **Authorized Agent** | Print Name | | | | Sign **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | Date | |  |
| **EMAIL** THIS FORM ALONG WITH ATTACHMENT “A” TO [pmdataexchange@clarkpud.com](mailto:pmdataexchange@clarkpud.com?subject=Data%20Exchange%20with%20PM%20request) OR **FAX** TO (360) 992-3140 (Attn: Data Exchange with Portfolio Manager)  *Within 10 business days of Clark Public Utilities accepting your share request(s), the last 12 months of the building's electric energy consumption and cost data will be automatically uploaded into your Portfolio Manager account. This meter data will be updated monthly.* | | | | | | | | | | | | | | |