

### Utility Bill Submission Form

Form exclusive to HOME (not condo) rentals of 28 days or more. As a courtesy, PSRA collects utility deposit from guest for combined gas/electric greater than 6.66 per day, charges guest \$25 process fee/no commission charged to Owner. Please follow instructions carefully. Submit minimum 2 months billing cycles inclusive of begin/end dates of rental for both Gas and Electric. DO NOT submit one month or bill at a time. Partial submissions are discarded unless the rental period is greater than 45 days. Generally, 30 day rentals require 2 months bills, 60 day 3 months and so on. Hold bills until you have at least 2 complete billing cycles for both electric & gas. Submit additional month's bills on original form, with both one gas and one electric, then submit. DO NOT fill out a new form for each submission. Failure to submit form properly, or within 30 days of departure will incur \$25 process fee to owner, within 60 days 20% commission plus \$25, after 60 days, forfeiture of courtesy reimbursement.

Home Owner Name		Contact Telephone #
Date		Unit Key ID #
Guest Name:		Reservation #
Arrival		Departure

Utility Type	Date From	Date To	\$ Amount
Electric Bill 1			
Electric Bill 2			
Electric Bill 3			
Electric Bill 4			
Electric Bill 5			
Gas Bill 1			
Gas Bill 2			
Gas Bill 3			
Gas Bill 4			
Gas Bill 5			