

Dear Students:

Please read this document to get familiar with the information needed for the Utility Responsibility Document for the occupancy period which will be sent separately via DocuSign.

- All utilities must be in a tenant's name by the start of your occupancy agreement
- Tenants will be sharing the cost of utilities with roommates.
- All tenants will be required to fill out the DocuSign utilities document.
- Tenants in **602-604 West James St. DO NOT** need to set up utilities.

Step 1 – Communicate with your roommates to determine who will be establishing the utility account(s). If you live by yourself, you will be putting the utility in your name.

Step 2 – Electricity PPL (Electric):

- The designated individual responsible for the specific utility will need to contact PPL or follow the instructions on their website <https://www.pplelectric.com/> for the electric utility service. Call PPL (1-800-342-5775) and tell them you want to transfer service into your name. Make sure you provide the correct address and include your unit number. Your meter number will be provided in the DocuSign document or upon request from the Assistant Property Manager. If you are the person setting up utilities, once the service has been set up for transfer, please provide everyone in your unit with the account number to use to complete this form.

Step 3 – Gas: UGI (Gas):

- **Does not apply to Occupants of 526 N. Charlotte.**
- The designated individual responsible for the specific utility will need to contact UGI or follow the instructions on their website <https://www.ugi.com/> for the gas utility service. Call UGI (1-800-276-2722) and tell them you want to transfer service into your name. Make sure you provide the correct address and include your unit number. If you are the person setting up utilities, once the service has been set up for transfer, please provide everyone in your unit with the account number to use to complete this form.

Step 4 – Complete the DocuSign document (sent to you separately) by entering the applicable account numbers and name on the account so that we may verify with the utility company.

Failure to set up utilities, or lapse in service due to tenant failure to pay, will result in a minimum fee for lapses of utility coverage of \$75.00 per occurrence plus \$10.00 per day for each day the utilities are not in the tenant's name, in addition to the usage costs of the unpaid utilities.

More information will be provided in the DocuSign Document. Please check your email as well as spam/junk for this.

* Internet Service is not included and must be set up with Comcast. Access to basements may be needed for COMCAST installation and/or service repair. All installations and/or service repair should be scheduled during normal business hours so we can provide access if needed. (8:00 am until 4:00 pm – Monday through Friday) If you schedule installation and/or service repair and will need access to the basement, please contact the management office or email Services@jamesstreethousing.com so that someone can be available to provide access.