



STATE OF CONNECTICUT

PUBLIC UTILITIES REGULATORY AUTHORITY

APPLICATION FOR APPROVAL TO INSTALL AND USE AN ELECTRIC SUBMETERING SYSTEM

A. APPLICANT INFORMATION AND ELIGIBILITY

The term “Applicant” refers to the landlord or owner of the property at which the electric submetering system will be installed. The Applicant is the responsible party for all aspects of the submetering installation, consumer protections, and any Vendor hired to process billing, notices, and/or other documentation. Please review the Instructions for filling out and submitting this application, found on the Authority’s website at <https://portal.ct.gov/PURA/About/Filing-and-Forms/PURA-Forms>. The Instructions are posted on the Public Utilities Regulatory Authority’s (Authority) website with this Application form.

Applicants have an ongoing obligation to amend and/or supplement the information contained in this Application, including a change of Vendor and any changes to Applicant or Vendor procedures or policies. In the event of any changes, Applicants should submit to the Authority a Motion to Reopen the docket in which the electric submetering system was approved along with a Change Application, at least thirty (30) days prior to such a change taking place. The Change Application is posted on the Authority’s website with this Application form at <https://portal.ct.gov/PURA/About/Filing-and-Forms/PURA-Forms>.

(A-1) Applicant’s legal name, address, and web site:

Name: _____
Address: _____
City: _____ Telephone: _____
Web site (if any): _____

Contact person/designated representative for service for this Application:

Name: _____ Title: _____
Address: _____
City: _____ Main Telephone: _____
Telephone: _____ Fax: _____
E-Mail Address: _____

Applicant is the: ☐ landlord
☐ owner
☐ other (please explain: _____)

(A-2) If the Applicant has office(s) in Connecticut, provide the following information regarding the Applicant’s principal Connecticut office:

Address: _____
City: _____ Main Telephone: _____
Telephone: _____ Fax: _____

(A-3) Applicant’s Federal Employer Identification Number (FEIN): _____

(A-4) Applicant’s Connecticut Tax Identification Number: _____

(A-5) Applicant's legal form of ownership:

- ☐ Corporation
☐ LLC
☐ Cooperative
☐ If not the owner, attach owner's authorization to apply for submetering.
☐ Other: _____ (please specify)

(A-6) Applicant was formed or organized on _____ in _____, _____.

(A-7) Is the Applicant currently submetering without authorization from the Authority?

- ☐ Yes
☐ No

If yes, provide the date when submetering began: _____

If yes, identify, describe, and propose the sanction Applicant believes is appropriate.

As used in this Application, the term "submetering customer" means the Applicant, and the term "submetered party" refers to the persons, such as tenants, who are or will be receiving submetered electricity. The term "Vendor" means a third party retained by or on behalf of the Applicant to provide meter reading and/or billing services at the Facility to the submetered parties on behalf of the Applicant. For purposes of this Application, each such Vendor is deemed a Co-Applicant.

(A-8) Vendor's legal name, address and web site:

Name: _____
Address: _____
City: _____ Telephone: _____
Web site (if any): _____

Vendor's contact person/designated representative for service for this Application:

Name: _____ Title: _____
Address: _____
Telephone: _____ Fax: _____
E-Mail Address: _____

(A-9) If Vendor has office(s) in Connecticut, provide the following information regarding the Vendor's principal Connecticut office:

Address: _____
City: _____
Telephone: _____ Fax: _____

(A-10) Vendor's Federal Employer Identification Number (FEIN): _____

(A-11) Vendor's Connecticut Tax Identification Number: _____

(A-12) Vendor's legal form of ownership:

- ☐ Corporation
☐ LLC
☐ Cooperative
☐ Other: _____ (please specify)

(A-13) Vendor was formed or organized on _____ in _____, _____.

(A-14) Is the Applicant currently under investigation, or has the Applicant ever been fined, sanctioned, or penalized, in any state for violation of any consumer protection law or regulation?

- ☐ Yes If yes, provide **Exhibit A-10: “Violation of Consumer Protection Law.”** For each current investigation, provide all of the following: name of the state and agency conducting the investigation; date on which investigation began; description of the alleged violation; and status of the investigation. For each fine, sanction, or penalty, provide all of the following: date of the fine, sanction, or penalty; name of state and agency imposing the fine, sanction, or penalty; description of the violation; description of the fine, sanction, or penalty, including monetary amounts, if applicable; and copy of the order imposing the fine, sanction, or penalty.
- ☐ No

(A-15) Is Vendor currently under investigation, or has Vendor ever been fined, sanctioned, or penalized, in any state for violation of any consumer protection law or regulation?

- ☐ Yes If yes, provide **Exhibit A-11: “Violation of Consumer Protection Law.”** For each current investigation, provide all of the following: name of the state and agency conducting the investigation; date on which investigation began; description of the alleged violation; and status of the investigation. For each fine, sanction, or penalty, provide all of the following: date of the fine, sanction, or penalty; name of state and agency imposing the fine, sanction, or penalty; description of the violation; description of the fine, sanction, or penalty, including monetary amounts, if applicable; and copy of the order imposing the fine, sanction, or penalty.
- ☐ No

(A-16) Describe the Vendor’s experience with submetering, the size and scope of its operations, and any other information that would assist the Authority in determining whether the Vendor has the capability to provide submetering services.

(A-17) Eligibility (see [Conn. Gen. Stat. § 16-19ff](#)):

- ☐ Campground or marina.
- ☐ Commercial, industrial, multifamily residential or multiuse building where electricity or thermal energy is provided by a Class I source or qualifying Class III CHP system.
- ☐ Other location where submetering promotes energy goals described in the Comprehensive Energy Strategy. Applicants must describe how the installation of submeters supports the goals of the [Comprehensive Energy Strategy](#) (CES) and cite the applicable sections of the CES. Also explain and itemize the conservation measures utilized at the facility and how their savings will be measured and verified and any conditions that may offset the conservation savings.

For purposes of the remaining sections of this Application, the term “Applicant” is meant to include a Vendor where and as applicable.

“Submeter” is defined as a non-EDC electric meter located behind an EDC meter, used to measure the electric consumption of kWh by an individual end-use submetered party, such as a tenant.

Where necessary, the response to the questions in the remainder of this Application may be submitted on attached sheets, provided that each response is clearly labeled and pages sequentially numbered.

B. FACILITY TO BE SUBMETERED AND TECHNICAL ASPECTS OF THE SUBMETERING SYSTEM AND CLASS I OR CLASS III CHP SOURCE

- (B-1)** Provide the following information regarding the multi-unit facility (hereinafter "Facility") at which the submetering system is to be installed and operated:

Name of Facility (if applicable): _____

Number of buildings in the Facility: _____

For each building in the Facility provide:

- a. The Applicant's designation of the building (e.g., Building A, Building B, etc.).
- b. The street address of the building.
- c. The mailing address of the building.
- d. The number of floors in that building and the number of units on each floor.
- e. The number of units in that building.
- f. The number of submetered units in that building.
- g. Attach as Exhibit B-1 a floor plan for each building. If there are non-residential units (e.g. a business office) in the Facility, such units should be identified on the floor plan.
- h. The owner of the Facility, if different from the Applicant.
- i. Why the Facility cannot accept individual utility meters.

If there are non-residential units located in the Facility, will any such units be submetered as well?

☐ Yes ☐ No

Is this Facility solely for commercial or industrial use?

☐ Yes ☐ No

Will a Class I renewable energy or Class III CHP source be used at the Facility?

☐ Yes ☐ No

- (B-2)** If the Facility is **new construction**: All new construction is required to provide equipment for the installation of EDC meters should submetering end in the future.

- a. State when construction is scheduled to commence. If construction has commenced, describe progress to date (i.e., site prepared, foundation complete, building framed, etc.)
- b. State the anticipated date on which the Facility is expected to receive a Certificate of Occupancy.
- c. Describe how the applicant will provide equipment to allow for the future installation of EDC meters should submetering cease.

(B-3) If the Facility is **not new construction**: All renovations and/or conversions are required to (i) provide for the installation of EDC meters, or (ii) submit appropriate documentation to the Authority to seek an exemption from this requirement, and such exemption to be granted at the Authority's discretion.

- a. State whether and to what extent the submetering system has been installed as of the date of this Application.
- b. If the submetering system has not yet been installed, state the date on which installation of the submetering system is anticipated to begin.
- c. Describe how the applicant will provide equipment to allow for the installation of EDC meters should submetering end in the future. In the alternative, submit appropriate documentation with the application to the Authority seeking an exemption from this requirement.

(B-4) As **Exhibit B-4** provide a complete set of electric plans for the Facility to be submetered, showing all wiring between the electric utility's meter(s), the Class I renewable energy source or Class III CHP system (if any), and the submeters in the individual units. The plans should also show all thermal energy and related equipment and facilities, if any, and the wiring for the related equipment and facilities with respect to all submetering equipment and EDC meters. The plans should identify all common usage areas, show the wiring to all common usage areas, and be in sufficient detail to clearly indicate the usage each meter is measuring. If the common areas are already separately metered, indicate on the plans where common area meters are located.

******The purpose of this rendering is to verify that each proposed submeter will measure only the electricity used exclusively by a billed submetered party's unit, and not electricity supplied to common areas or any other portion of the property behind the EDC's master meter. The Authority will NOT perform an engineering review of the submitted renderings/plans for compliance with electrical engineering codes and safety standards. The Applicant remains responsible for obtaining review and approval for any applicable engineering and safety standards as required by state and municipal laws, building codes, or other relevant regulations.******

(B-5) Will common areas be separately metered?

- ☐ Yes
- ☐ No. If no, describe how the Applicant will assure that residents will not be charged for electricity used in the common areas or in any other part of the premises that is not within the exclusive control of the submetered party.

(B-6) Identify the manufacturer, make, size, and model number of the submeters and data collection system that will be used in submetering, and provide information that shows that the submeters have been certified to meet the minimum standards established by the Authority. Refer to the Authority's proceeding and rulings in Docket Nos. [13-01-26](#) and [13-01-26RE01](#) for information about approved submeters.

Include as **Exhibit B-6** all information available from the manufacturer of the submetering system including but not limited to: (1) technical specifications of the submeter and data collection system; (2) manufacturer instructions for installation, maintenance, and testing of the submeter/data collection system; and (3) manufacturer's instructions for the operation of the submeters/data collection system. Provide documentation that shows that the submeters have been certified compliant to ANSI (American National Standards Institute) C12.1, Code of Electricity Metering, and ANSI C12.20, 0.2% and 0.5% Accuracy Class Meters. In lieu of compliance with ANSI C12.1 and C12.20, IEC (International Electrotechnical Commission) standards IEC 62052-11, Electricity Metering Equipment (AC) – General Requirements, Tests and Test Conditions, and IEC 62053-22, Static Meters for Active Energy (classes 0,2S and 0,5S), are considered compliant. Additionally,

provide documentation indicating that the instrument transformers, if utilized, are compliant with one or more of the following standards: ANSI C12.11, Instrument Transformers for Revenue Metering; IEEE (Institute of Electrical and Electronics Engineers) C57.13, Instrument Transformers; or IEC 60044, Instrument Transformers.

Applicant agrees to comply with Conn. Agencies Regs. [§ 16-11-238](#), and acknowledges that it is required to include the meter manufacturer, date of manufacture, and all installation and removal dates for the life of a meter in its meter records, and to retain meter records for a period of two years after a meter has been discarded.

☐ Yes

(B-7) Provide the following regarding the electrician who installed (or will install) the submeters:

Name: _____
Company Name: _____
Address: _____
City: _____ Main Telephone: _____
CT Electrician's License #: _____

(B-8) Describe the procedure by which the submeters will be read, including but not limited to the following information:

- a. whether the submeter will be read remotely;
- b. the frequency with which the submeter will be read;
- c. the procedure for generating an invoice or bill to the submetered party; and
- d. how the submetered party has access to the submeter and is able to read it.

Provide as **Exhibit B-8a** any written procedures or policies developed and maintained by either the Applicant or the Vendor with respect to reading the submeter.

Provide as **Exhibit B-8b** all forms, notices, reports, etc. that are generated by the Vendor and sent to the Applicant in connection with reading submeters for purposes of generating invoices or bills to the submetered party.

Provide as **Exhibit B-8c** all notices or other written materials provided to the submetered party that explain how submeters are read and bills or invoices generated.

(B-9) Class I Renewable Energy or Class III CHP Source Identification and Certification

- a. Is a Class I renewable energy or Class III CHP source being used, or will such be used, at the Facility?

☐ Yes ☐ No

- b. If yes, identify the make, size, and model number of the Class I renewable energy or Class III CHP source. Include as **Exhibit B-9** all information available from the manufacturer of the Class I renewable energy or Class III CHP source, including but not limited to technical specifications of the system.

c. Proof of Class I or Class III CHP Energy Source Certification

- (i) For Class I or Class III energy source systems already in operation and approved by the Authority, provide the renewable certification number and identify the Authority docket in which the Class I or Class III renewable energy source system was approved.
- (ii) For Class I or Class III energy source systems not yet in operation and approved by the Authority, applicant understands and agrees to provide as a compliance filing in this application docket, proof that the Class I or Class III certification is approved by the Authority no later than 12 months after approval of this Application. The compliance filing must include the Authority docket number in which the certification was approved and the certification number.

Acknowledge: ☐ Yes

(B-10) Class I Renewable Energy or Class III CHP Source Production Data Requirements

If a Class I renewable energy or Class III CHP source is being used or will be used at the Facility, production data is required, showing that the source system meets the required Performance Standards established by the Authority and identified in Section V of the Instructions for this Application, found on the Authority's website at <https://portal.ct.gov/PURA/About/Filing-and-Forms/PURA-Forms>. Provide as **Exhibit B-10** the required production data described below using the annual compliance forms provided as [Appendix C to the Authority's Final Decision in Docket No. 13-01-26RE01](#):

- a. Where Class I or Class III submetering is requested for an existing Facility, the Applicant must submit three-years of actual consumption data.
- b. Where Class I or Class III submetering is requested for new construction or a building renovation, the Applicant must provide detailed estimated data.

(B-11) Annual Performance Standards for Traditional and Class I/III Source Systems

- a. For traditional (i.e. without Class I/III source) systems: On or before March 1st of each year, Applicant must file the annual compliance form detailing usage. The compliance form is provided as [Appendix C to the Authority's Final Decision in Docket No. 13-01-26RE01](#) and must be filed as correspondence in the docket in which this Application is approved.
- b. For Class I/III source systems: Applicant must show that the source system meets the applicable Performance Standards (as described in Section V of the Instructions for this Application, found on the Authority's website at <https://portal.ct.gov/PURA/About/Filing-and-Forms/PURA-Forms>). For the first 12 months following the date of approval by the Authority of this Application, compliance forms must be filed every 90 days, showing that the system meets the Performance Standards and explaining the circumstances surrounding any failure to meet the Performance Standards during the preceding reporting period. After 12 months, compliance forms must be filed annually on or before March 1st of each year detailing usage and production data. The compliance form is provided as [Appendix C to the Authority's Final Decision in Docket No. 13-01-26RE01](#) and must be filed as correspondence in the docket in which this Application is approved.
- c. All Applicants acknowledge that the Authority can take enforcement actions, including revocation of the approval to submeter, for failure to meet the compliance obligations and performance standards.

Acknowledge: ☐ Yes

C. GENERAL COMPLIANCE WITH RULES AND REQUIREMENTS

(C-1) Submetering Rules and Regulations (EDC, supplier, billing, meter reading):

- a. Provide the name of the electric distribution company (EDC) providing distribution services to the Facility, the name of the entity(ies) supplying electricity generation services to the Facility, and the name of the entity(ies) that bill(s) the Applicant for that generation.
- b. State when Applicant will read submeters in relation to the EDC meter read date.
 - (i) Traditional submetering customers are required to read submeters on the same day as the EDC master meter(s). If submeters are read manually, they must be read within one day of the EDC master meter(s) read.

For traditional submetering Applicants, acknowledge compliance with the above meter reading requirements: ☐ Yes, and provide the date submeters will be read.

- (ii) Submetering with Class I/III source systems (also known as DG submetering): Because of possible billing cycle rate change issues as described in [Docket No. 13-01-26RE01](#), submetering customers using Class I/III source systems may conduct meter readings on the first day of each month if needed.

For Applicants submetering with Class I/III source systems, acknowledge compliance with the above meter reading requirements: ☐ Yes, and provide the date submeters will be read.

- c. If Applicant cannot adhere to the applicable meter reading rules, explain why and how Applicant proposes to read submeters with a method that meets the intent of the standards outlined for meter reading in Authority decisions and Regulations.
- d. Confirm that the submetered parties will be billed only on a monthly basis. ☐ Yes

(C-2) Submetering Rules and Regulations (policies and procedures):

- a. Describe the Applicant's procedures with respect to submetered party inquiries concerning the submetering system; the operation of the submetering system; reading of submeters; labeling, marking, and mounting of submeters; access to submeters; and bills sent to the submetered parties for payment. Provide as **Exhibit C-2a** a copy of these procedures.
- b. Describe in detail the Applicant's method and frequency for non-standard billings for move-ins, move-outs, and prorating bills for a submetered party.
- c. Provide as **Exhibit C-2c** all documents provided to the submetered party describing the submetered party's rights and the procedures regarding submetered party inquiries about the submetering system, availability of the Applicant's utility billing statements and/or tariffs, the operation of the submetering system, reading of submeters, meter testing, and submetered party billing for electric service.
- d. If Applicant is submetering with a Class I or Class III source system: Provide as **Exhibit C-2d** a copy of the relevant utility customer class rate charged for the service territory in which the Facility is located (the "Rate"). Note that Rate comprises **only** the aggregate of (i) the default general service charge, standard service, or last-resort service, as applicable at the Facility, and (ii) the respective Bypassable Federally Mandated Congestion Charge, as applicable at the Facility.

- e. If Applicant is submetering with a Class I or Class III source system: Provide as **Exhibit C-2e** documentation describing how the rate charged to customers will be no greater than the Rate identified in **Exhibit C-2d**.
- f. Provide as **Exhibit C-2f** a copy of the Applicant's procedures for notifying submetered parties of changes in rates or rate classification for electric service provided to the Facility by the EDC, including copies of any notices or other written material that will be used to notify the submetered parties of any such changes. Explain how submetering account balances will be separately maintained from rental accounts.
- g. Describe in detail the Applicant's method and frequency of distributing submetered party bills.

(C-3) Submetering Rules and Regulations (cont'd):

- a. Provide as **Exhibit C-3a** a copy of a sample bill that will be sent to submetered parties. In addition to meeting the basic requirements of Conn. Agencies Regs. [§ 16-11-107\(c\)](#), the following standards must be met:
 - (i) For traditional submetering (i.e. without Class I/III source) systems: The bill shall include the following items at a minimum: (1) beginning and ending meter readings and dates; (2) number of elapsed billing days represented by the bill; (3) total kWh usage; (4) average EDC rate used for billing; (5) total bill owed by the submetered party; and (6) payment history and outstanding balance.
 - (ii) For submetering with Class I/III source systems: The bill shall comply with the applicable tariff and EDC billing requirements. Applicant must ensure they utilize the latest approved EDC bill format and that line-item billing follows the order in which line-item charges appear on the EDC bill. Applicant must also ensure their bills do not appear to be from the EDC and must clearly demonstrate that the bill recipient is being submetered.
- b. Provide as **Exhibit C-3b** a copy of a sample estimated bill that will be sent to submetered parties and any written materials that will be sent to a submetered party regarding any such estimated bill. Describe the circumstances under which a submetered party might be sent an estimated bill. See Conn. Agencies Regs. [§ 16-11-107\(a\)](#) for procedures regarding use of estimated bills.
- c. Provide as **Exhibit C-3c** a copy of sample lease including the provisions regarding electric submetering, which includes (i) any fee charged for submetering, security deposits, late fees, and any other charges and/or conditions for electric service in addition to those of the electric distribution company, and (ii) customer service contact information for the submetered party's questions regarding their electric bill. **See D-7 and D-8 below** for requirements regarding statement(s) of fees in the lease.

(C-4) Submetering Rules and Regulations (cont'd):

- a. Provide as **Exhibit C-4a** a copy of the Applicant's written procedures and likely reasons for adjustments to bills. See Conn. Agencies Regs. [§ 16-11-110](#) for requirements.
- b. Provide as **Exhibit C-4b** all documents provided to the submetered party informing them of their rights and who to contact with questions regarding their bills.

(C-5) Submetering Rules and Regulations (cont'd):

- a. State whether Applicant's employees, whose duties include entering into a submetered party's unit, wear a distinguishing uniform and/or display a photo identification card identifying the person as an employee of the Applicant.

- b. Provide as **Exhibit C-5b** a copy of the Applicant's procedures governing entry of a submetered party's unit by an employee of the Applicant, including but not limited to notice of any such entry provided to the submetered party, which procedures must comply with the requirements of Conn. Gen. Stat. § 47a-16.

(C-6) Submetering Rules and Regulations (cont'd):

See Final Decisions in [Docket No. 13-01-26](#) and [Docket No. 13-01-26RE01](#) for a summary of applicable Statutes, Connecticut Agencies Regulations, and Authority rules.

By checking the box below, Applicant agrees they have read and will comply with relevant Statutes, Connecticut Agencies Regulations, and rules established by the Authority in its final decisions regarding electric submetering.

Acknowledge: ☐ Yes

- a. Provide as **Exhibit C-6a** a copy of the Applicant's procedures implemented to test the accuracy of a submeter upon the submetered party's request.
- b. Provide as **Exhibit C-6b** all documents provided to the submetered party describing the submetered party's rights with respect to requests for tests of the accuracy of a submeter.
- c. Describe the testing procedure that will be used to test the accuracy of the submeter and state whether the procedure used will be a "certified bench test."

If a certified bench test will be utilized, state whether the Applicant will rely on a third party to provide the testing service and, if a third party will be used, state the third party's name, business address, and telephone number.

If a certified bench test will not be utilized, provide as **Exhibit C-6c1** documentation describing how that test will be performed and provide as **Exhibit C-6c2** all written material regarding the test procedure that will be provided to the submetered party.

D. COMPLIANCE WITH RULES AND REGULATIONS REGARDING CUSTOMER SERVICE AND COMPLAINT HANDLING

- (D-1)** Provide as **Exhibit D-1** a copy of the Applicant's customer service procedures and/or notices with respect to submetering for submetered parties at the Facility. These materials should include but are not limited to:

- a. notification to submetered parties as to how to contact the Applicant with respect to concerns, issues, or complaints as to submetering, including but not limited to billing for electric service;
- b. notification to submetered parties of their right to have the submeter tested, and the procedures for requesting a test of the submeter;
- c. notification to submetered parties of their rights with respect to adjustments to bills;
- d. notification to submetered parties that all questions regarding electric quality issues are to be directed to the property manager;
- e. notification to submetered parties that submetering must be approved by the Authority and providing the submetered party with information as to how to contact the Authority when they have complaints, issues, or concerns that they believe have not been adequately addressed by the Applicant; and

- f. retention of records for three years of submetered party complaints and inquiries concerning the submetering system and charges for electric use by submetered parties.
- (D-2)** Provide as **Exhibit D-2** samples of any materials that the Applicant provides to submetered parties promoting conservation generally and submetering as a method of promoting conservation.
- (D-3)** Provide as **Exhibit D-3** the Applicant's procedures with respect to monitoring submetered party consumption, determining whether a deviation from the submetered party's historical usage pattern might reflect abnormal usage, notifying the submetered party regarding a change in the submetered party's usage that might signal abnormal usage, investigating and resolving any questions regarding same, and documenting these events, including but not limited to a statement as to whether the Applicant's on-site management or personnel provide a written report of problems found, the remedy, and the cost of repairs to the submetered party for any damage caused by the submetered party.
- (D-4)** If the Applicant intends to rely on a Vendor to handle submetered party inquiries and complaints, please provide the following information regarding the Vendor's customer service operations:
 - a. the number of customer service representatives the Vendor currently employs for the purpose of responding to submetered party inquiries and how the Vendor determined that staffing level was appropriate;
 - b. the location and hours of operation of the Vendor's customer service center;
 - c. the number of telephone lines the Vendor maintains for submetered parties to call in;
 - d. how submetered parties are notified of the existence of Vendor's service center and how to contact it; and
 - e. whether a toll-free number is supplied to the submetered party to reach the Vendor's service center.
- (D-5)** If the Applicant does not intend to utilize a Vendor for handling submetered party inquiries and complaints, please describe the Applicant's customer service functions, including those aspects of the customer service function described in D-4 above.
- (D-6)** Describe where and how submetered parties can pay their electric bills.
- (D-7)** Is the submetered party charged a service fee for submetering? If so, state the total fee, and state how often the fee is billed (e.g., monthly, quarterly, etc.).
- (D-8)** Provide as **Exhibit D-8** an itemization of all potential fees a submetered party can be asked to pay with respect to submetering, including but not limited to any late fee and/or service fees described in D-7 above. This itemization should describe the nature and amount of the fee(s), and must be included in any lease agreement with a submetered party, as provided in **Exhibit C-3c** above.

E. ADDITIONAL INFORMATION

- (E-1) The Applicant understands it must notify the proposed submetered parties of the Facility that the Applicant has applied to the Authority for permission to submeter, and include the following information: (1) a statement that the Applicant has submitted an application to the Authority for approval to submeter electric service in the Facility; (2) the docket number of the proceeding in which the Authority will review the application; (3) notification that if a submetered party has any concerns or objections regarding the Applicant's proposal to submeter, he or she may submit written comments, referencing the docket number, to the Authority via the Executive Secretary at Pura.executivesecretary@ct.gov.

Please confirm the Applicant provided such notice by checking the box. ☐ Yes

- (E-2) If units in the facility use electricity for all or part of the heat, describe the energy conservation measures, if any, that have been or will be taken by the applicant to reduce the amount of electricity submetered parties will be required to use to produce heat.
- (E-3) Applicant agrees that in the event it plans to cease submetering, it will file correspondence in the docket approving this Application describing how they intend to accomplish the transition away from submetering and how and when submetered parties will be notified of the change.

Acknowledge: ☐ Yes

F. ACKNOWLEDGEMENT OF APPLICABLE RULES, REGULATIONS, AND JURISDICTION

- (F-1) By submitting this Application and checking the box below, the Applicant and all Co-Applicant(s) acknowledge that they will be subject to the Authority's jurisdiction with respect to their submetering activities under [Conn. Gen. Stat. § 16-19ff](#), including but not limited to the Authority's power to revoke submetering approvals, order the immediate cessation of submetering, and/or impose fines pursuant to [Conn. Gen. Stat. § 16-41](#).

By checking the box below, the Applicant and all Co-Applicant(s) also agree they have read and will comply with relevant Statutes, Conn. Agencies Regs., and rules established in Authority final decisions regarding electric submetering. See the Final Decisions in Docket Nos. [13-01-26](#) and [13-01-26RE01](#) for a summary of applicable Statutes, Conn. Agencies Regs., and Authority rules.

Acknowledge: ☐ Yes

AFFIDAVIT

"Veracity of Statements"

State of _____

Town _____ ss

County of _____

_____, Affiant, being duly sworn/affirmed according to law, deposes
(Name of Affiant)

and certifies under penalty of false statement that:

He/she is the _____ of _____;
(Office of Affiant) (Company/Organization)

He/she is authorized to and does make this affidavit for said New Applicant;

All statements made in the Change Application are true and complete and that it will also amend its Change Application while the Change Application is pending if any substantial changes occur regarding the information provided in the Change Application within ten days of any such change.

The facts set forth above are true and correct to the best of his/her knowledge, information, and belief and that he/she expects said New Applicant to be able to prove the same at any hearing hereof.

Signature of Affiant

Sworn and subscribed before me this _____ day of _____, _____.
Month Year

Signature of official administering oath

Print Name and Title

My commission expires _____.