

**STATE OF NORTH CAROLINA
UTILITIES COMMISSION
RALEIGH**

DOCKET NO. ER-100, SUB 0
DOCKET NO. ER-100, SUB 2

BEFORE THE NORTH CAROLINA UTILITIES COMMISSION

DOCKET NO. ER-100, SUB 0)	
)	
In the Matter of)	
Rulemaking Proceeding to Implement)	ORDER AMENDING
Session Law 2011-252)	COMMISSION RULE R22 AND
)	FORMS ER-1 AND ER-2
DOCKET NO. ER-100, SUB 2)	
)	
In the Matter of)	
Petition to Amend Commission Rule R22)	

BY THE COMMISSION: On February 10, 2015, the Public Staff - North Carolina Utilities Commission (Public Staff) filed Public Staff Motion to Amend Form ER-2 in Docket No. E-100, Sub 0. In its motion, the Public Staff requested that Form ER-2, the application form for transfer of authority to resell electric service be revised to identify the purchaser of the apartment complex as the applicant requesting the transfer of authority, to add a signature block for the seller and to specify the verification is meant for the purchaser because much of the information in the application would be known to the purchaser but not necessarily to the seller. The Public Staff attached proposed changes to Form ER-2 as Attachment 1 to its filing.

On March 4, 2015, the Public Staff filed a rulemaking petition of the Public Staff in Docket No. E-100, Sub 2. In its petition, the Public Staff requested that the Commission amend Commission Rule R22 and Forms ER-1 and ER-2 to authorize electric resellers to collect a fee (a "return check charge"), not to exceed the amount permitted under G.S. 25-3-506, when a tenant pays a bill for resold electric service by check and the check is returned by the bank for insufficient funds or because the tenant does not have an account at the bank. The Public Staff attached a proposed amendment to Rule R22 and Forms ER-1 and ER-2 as Amendment A to its filing.

Lastly, the Public Staff filed Public Staff's Second Motion to Amend Form ER-2 on April 7, 2015. In its second motion, the Public Staff indicated that since its February 10, 2015 motion to amend the transfer applications, an interested party raised an additional issue with the transfer application. Form ER-2 requires the filing of a warranty deed showing the new building owner (the electric reseller transfer applicant) has ownership of all the property necessary to operate the utility; however, if the application to transfer must wait until after the transfer of ownership, there will be a period of time

between the transfer of ownership and Commission approval of the right to bill tenants for electric service, which could potentially be several months. In its motion, the Public Staff requested that Form ER-2, the application form for transfer of authority to resell electric service, be revised to allow electric reseller transfer applications to be filed before the deed to transfer the property has been executed, provided that the transfer of certificate would not be effective until the new deed had been executed and registered. The Public Staff provided proposed language to the "Filing Instructions" section of Form ER-2.

The Commission issued Orders Allowing for Comments on March 10, 2015, and July 7, 2015. No party filed comments.

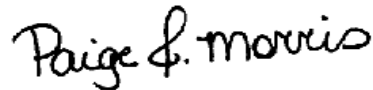
The Commission finds good cause to amend Rule R22 and Forms ER-1 and ER-2. A strike-through and underlined copy of affected portions of Rule 22 is attached as Appendix A and a revised clean copy of Rule 22 is attached as Appendix B and a revised clean copy of Forms ER-1 and ER-2 are attached as Appendix C.

IT IS, THEREFORE, ORDERED that the Commission Rules and Regulations shall be, and hereby are, amended as set out in Appendix B and C, attached hereto, effective as of the date of this Order.

ISSUED BY ORDER OF THE COMMISSION.

This the 20th day of July, 2015.

NORTH CAROLINA UTILITIES COMMISSION

A handwritten signature in black ink that reads "Paige J. Morris". The signature is written in a cursive, flowing style.

Paige J. Morris, Deputy Clerk

Rule R22-4. Application for authority.

(a) Every application for authority to charge for the costs of providing electric service shall be in such form and detail as the Commission may prescribe and shall include:

- (1) a description of the applicant, including legal name and type of business entity, and a description of the property to be served, including business or marketing name if any, street address, and number of units;
- (2) a description of the proposed billing method and billing statements;
- (3) the proposed method of allocating the supplier's charges to the tenants;
- (4) the administrative fee per tenant, returned check charge, and late payment charge, if any, proposed to be charged by the applicant, and the number of days after the bill is mailed or otherwise delivered when the late payment fee would begin to be applied;
- (5) the applicant's plans for retention and availability of records;
- (6) the name of and contact information for the applicant and its agents, including mailing address, email address, and telephone number;
- (7) the name of and contact information for the supplier of electric service to the applicant's rental property;
- (8) the current schedule of charges from the supplier;
- (9) a copy of the lease forms to be used by the applicant for tenants who are billed for electric service pursuant to this Chapter;
- (10) a statement indicating the particular provisions of the lease forms pertaining to billing for electric service;
- (11) the verified signature of the Applicant or Applicant's authorized representative;
- (12) the required filing fee;
- (13) one (1) original and seven (7) collated copies of the Application; and
- (14) any additional information that the Commission may require.

(b) The Commission shall approve or disapprove an application within 60 days of the filing of a completed application with the Commission. If the Commission has not issued an Order disapproving a completed application within 60 days, the application shall be deemed approved; provided, however, no person or entity may charge for electric utility service in a manner inconsistent with Chapter 62 of the North Carolina General Statutes.

Rule R22-5. Bills of the provider.

(a) Bills for electric service sent by the provider to the tenant shall contain all of the following information:

- (1) the Supplier's Unit Electric Service Bill for the unit and the amount of charges allocated to the tenant during the billing period;
- (2) the name of the supplier;
- (3) the beginning and ending dates for the usage period and, if provided by the supplier, the date the meter for the unit was read for that usage period;
- (4) the past-due date, which shall not be less than 25 days after the bill is mailed or otherwise delivered to the tenant;
- (5) the name of the provider and a local or toll-free telephone number and address of the provider that the tenants can use to obtain more information about the bill;
- (6) the amount of administrative fee and the late payment charge approved by the Commission and included in the bill, if any; and
- (7) a statement of the tenant's right to address questions about the bill to the provider and the tenant's right to file a complaint with, or otherwise seek recourse from, the Commission if the tenant cannot resolve an electric service billing dispute with the provider.

(b) The provider or the provider's billing agent shall equally divide the actual amount of the Supplier's Unit Electric Service Bill for a unit among all the tenants in the unit and shall send one bill to each tenant.

(c) The amount charged shall be prorated when a tenant has not leased the unit for the same number of days as the other tenants in the unit during the billing period.

(d) Each bill may include an administrative fee no greater than the amount authorized in Rule R18-6 for water service and, when applicable, a late payment charge no greater than the amount authorized in Rule R12-9(d).

(e) A late payment charge may be applied to the balance in arrears after the past-due date.

(f) The provider may impose a returned check charge, not to exceed the maximum authorized by G.S. 25-3-506, for a check on which payment has been refused by the payor bank because of insufficient funds or because the tenant did not have an account at that bank.

~~(f)~~(g) The provider shall not charge the cost of electricity from any other unit or common area in a tenant's bill. "Common area" means parts of the rental property outside the individually metered unit where the tenant dwells.

~~(g)~~(h) No provider shall charge or collect any greater compensation for the costs of providing electric service than the rates approved by the Commission.

~~(h)~~(i) The Provider may, at the provider's option, pay any portion of any bill sent to a Tenant, in accordance with the provisions of the lease; provided, however, that (i) the provider must still send each tenant bills in accordance with the other provisions in Rule R22-5; the provider must credit tenant bills or otherwise refund to tenants the amount, if any, by which the amount specified in the lease exceeds the amount actually owed by the tenant for electricity usage in the immediately preceding month; and (ii) the provider must comply with G.S. 62-140 regarding non-discrimination in billing for utility service.

Rule R22-7. Disconnection; billing procedure.

- (a) Any payment to the provider shall be applied first to the rent owed and then to charges for utility service, unless otherwise designated by the tenant.
- (b) No charge for connection or disconnection shall be allowed.
- (c) No provider may disconnect electric service for nonpayment.
- (d) Bills shall be rendered at least monthly.
- (e) The date after which a bill for electric utility service is due (the past due date) shall be disclosed on the bill and shall not be less than twenty-five (25) days after the bill is mailed or otherwise delivered to the tenant.
- (f) A provider shall not bill for or attempt to collect for excess usage resulting from a meter malfunction or other electrical condition in appliances such as water heaters, HVAC systems, or ranges furnished by the provider to the tenant, when the malfunction is not known to the tenant or when the malfunction has been reported to the provider.
- (g) Every provider shall provide to each tenant at the time the lease agreement is signed, and shall maintain in its business office, in public view, near the place where payments are received, the following:
 - (1) A copy of the rates, rules and regulations of the provider applicable to the premises served from that office, with respect to electric utility service;
 - (2) A copy of these rules and regulations (Chapter 22);
 - (3) A statement advising tenants that they should first contact the provider's office with any questions they may have regarding bills or complaints about service, and that in cases of dispute, they may contact the Commission either by calling the Public Staff - North Carolina Utilities Commission, Consumer Services Division, at (866) 380-9816 (in-state calls only) or (919) 733-9277 or by appearing in person or writing the Public Staff - North Carolina Utilities Commission, Consumer Services Division, 4326 Mail Service Center, Raleigh, North Carolina 27699-4326.
- (h) Each provider shall adopt a means of informing its tenants initially and on an annual basis as to the provider's method of allocating bills to the individual tenants and its administrative fee, returned check charge, and late fee, if any. A copy of the supplier's current schedule of charges shall also be included in these disclosures.
- (i) Every provider shall promptly notify the Commission in writing of any change in the information required in Rule R22-4(a), except for changes in the rates and charges of the supplier (Rule R22-4(a)(8)).

Rule R22-4. Application for authority.

(a) Every application for authority to charge for the costs of providing electric service shall be in such form and detail as the Commission may prescribe and shall include:

- (1) a description of the applicant, including legal name and type of business entity, and a description of the property to be served, including business or marketing name if any, street address, and number of units;
- (2) a description of the proposed billing method and billing statements;
- (3) the proposed method of allocating the supplier's charges to the tenants;
- (4) the administrative fee per tenant, returned check charge, and late payment charge, if any, proposed to be charged by the applicant, and the number of days after the bill is mailed or otherwise delivered when the late payment fee would begin to be applied;
- (5) the applicant's plans for retention and availability of records;
- (6) the name of and contact information for the applicant and its agents, including mailing address, email address, and telephone number;
- (7) the name of and contact information for the supplier of electric service to the applicant's rental property;
- (8) the current schedule of charges from the supplier;
- (9) a copy of the lease forms to be used by the applicant for tenants who are billed for electric service pursuant to this Chapter;
- (10) a statement indicating the particular provisions of the lease forms pertaining to billing for electric service;
- (11) the verified signature of the Applicant or Applicant's authorized representative;
- (12) the required filing fee;
- (13) one (1) original and seven (7) collated copies of the Application; and
- (14) any additional information that the Commission may require.

(b) The Commission shall approve or disapprove an application within 60 days of the filing of a completed application with the Commission. If the Commission has not issued an Order disapproving a completed application within 60 days, the application shall be deemed approved; provided, however, no person or entity may charge for electric utility service in a manner inconsistent with Chapter 62 of the North Carolina General Statutes.

Rule R22-5. Bills of the provider.

- (a) Bills for electric service sent by the provider to the tenant shall contain all of the following information:
- (1) the bill charged by the supplier for the unit as a whole and the amount of charges allocated to the tenant during the billing period;
 - (2) the name of the supplier;
 - (3) the beginning and ending dates for the usage period and, if provided by the supplier, the date the meter for the unit was read for that usage period;
 - (4) the past-due date;
 - (5) the name of the provider and a local or toll-free telephone number and address of the provider that the tenants can use to obtain more information about the bill;
 - (6) the amount of administrative fee, returned check charge, and the late payment charge approved by the Commission and included in the bill, if any; and
 - (7) a statement of the tenant's right to address questions about the bill to the provider and the tenant's right to file a complaint with, or otherwise seek recourse from, the Commission if the tenant cannot resolve an electric service billing dispute with the provider.
- (b) The provider or the provider's billing agent shall equally divide the actual amount of the individual electric service bill for a unit among all the tenants in the unit and shall send one bill to each tenant.
- (c) The amount charged shall be prorated when a tenant has not leased the unit for the same number of days as the other tenants in the unit during the billing period.
- (d) Each bill may include an administrative fee no greater than the amount authorized in Rule R18-6 for water service and, when applicable, a late payment charge no greater than the amount authorized in Rule R12-9(d) and a returned check charge no greater than the amount authorized in G.S. 25-3-506.
- (e) A late payment charge may be applied to the balance in arrears after the past-due date.
- (f) The provider may impose a returned check charge, not to exceed the maximum authorized by G.S. 25-3-506, for a check on which payment has been refused by the payor bank because of insufficient funds or because the tenant did not have an account at that bank.
- (g) The provider shall not charge the cost of electricity from any other unit or common area in a tenant's bill. "Common area" means parts of the rental property outside the individually metered unit where the tenant dwells.
- (h) No provider shall charge or collect any greater compensation for the costs of providing electric service than the rates approved by the Commission.
- (i) The provider may, at the provider's option, pay any portion of any bill sent to a tenant; provided, however, that (i) the provider must still send each tenant bills in accordance with the other provisions in Rule R22-5, and (ii) the provider must comply with G.S. 62-140 regarding non-discrimination in billing for utility service.

Rule R22-7. Disconnection; billing procedure.

- (a) Any payment to the provider shall be applied first to the rent owed and then to charges for utility service, unless otherwise designated by the tenant.
- (b) No charge for connection or disconnection shall be allowed.
- (c) No provider may disconnect electric service for nonpayment.
- (d) Bills shall be rendered at least monthly.
- (e) The date after which a bill for electric utility service is due (the past due date) shall be disclosed on the bill and shall not be less than twenty-five (25) days after the bill is mailed or otherwise delivered to the tenant.
- (f) A provider shall not bill for or attempt to collect for excess usage resulting from a meter malfunction or other electrical condition in appliances such as water heaters, HVAC systems, or ranges furnished by the provider to the tenant, when the malfunction is not known to the tenant or when the malfunction has been reported to the provider.
- (g) Every provider shall provide to each tenant at the time the lease agreement is signed, and shall maintain in its business office, in public view, near the place where payments are received, the following:
 - (1) A copy of the rates, rules and regulations of the provider applicable to the premises served from that office, with respect to electric utility service;
 - (2) A copy of these rules and regulations (Chapter 22);
 - (3) A statement advising tenants that they should first contact the provider's office with any questions they may have regarding bills or complaints about service, and that in cases of dispute, they may contact the Commission either by calling the Public Staff - North Carolina Utilities Commission, Consumer Services Division, at (866) 380-9816 (in-state calls only) or (919) 733-9277 or by appearing in person or writing the Public Staff - North Carolina Utilities Commission, Consumer Services Division, 4326 Mail Service Center, Raleigh, North Carolina 27699-4326.
- (h) Each provider shall adopt a means of informing its tenants initially and on an annual basis as to the provider's method of allocating bills to the individual tenants and its administrative fee, returned check charge, and late fee, if any. A copy of the supplier's current schedule of charges shall also be included in these disclosures.
- (i) Every provider shall promptly notify the Commission in writing of any change in the information required in Rule R22-4(a), except for changes in the rates and charges of the supplier (Rule R22-4(a)(8)).

**APPENDIX C
AMENDED
FORMS
ER-1 AND
ER-2**

DOCKET NO. ER-_____, SUB _____
FILING FEE RECEIVED _____

BEFORE THE NORTH CAROLINA UTILITIES COMMISSION

APPLICATION FOR CERTIFICATE OF AUTHORITY TO RESELL ELECTRIC SERVICE IN ACCORDANCE WITH
G.S. 62-110(h) and NORTH CAROLINA UTILITIES COMMISSION CHAPTER 22

INSTRUCTIONS

If additional space is needed, supplementary sheets may be attached. If any section does not apply, write "not applicable."
Utility laws, the Commission's Rules, and other information may be accessed at <http://www.ncuc.net/index.htm>

APPLICANT

1. Name of owner _____
(Individual name if the owner is a sole proprietor or business name if not a sole proprietor.)
2. Business mailing address of owner _____
City and state _____ Zip code _____
3. Business telephone number _____ Business fax number _____
4. Business email address _____

PROPOSED UTILITY SERVICE AREA

5. Name of Apartment Complex _____
6. Street Address of Apartment Complex _____
7. County _____
8. Name, address and telephone number of the supplier of purchased power _____

9. Number of tenants that can be served at this apartment complex: _____

RESALE PROVISIONS

10. Describe the method Applicant proposes to use to allocate the supplier's individual electric bill for a unit among all the tenants in the unit (NCUC Rule R22-5): _____

11. Monthly administrative fee per bill: _____
(Pursuant to NCUC Rule R22-5(d), no more than \$3.75 per month - the maximum amount authorized for water resellers by Commission Rule R18-6, may be added to the cost of electric service as an administrative fee. The amount of administrative fee, up to the maximum amount, should be justified by Applicant's actual costs.)
12. Bills will be past due _____ days after they are mailed or otherwise delivered to tenants. (NCUC Rule R22-7(e) specifies that bills shall not be past due less than twenty-five (25) days after mailing or other delivery to tenants.)
13. Late fee amount: _____
(Pursuant to NCUC Rule R22-5(d) and (e), no more than 1% per month on the balance in arrears.)
Number of days after mailing or other delivery of bills at which the late fee begins to apply: _____
(See NCUC Rule R22-5(e) and (7)(e).)
14. Returned check charge: _____
(Pursuant to NCUC R22-5 and G.S. 25-3-506, no more than \$25.00)

15. Statement of the Applicant's plans for retention and availability of records (see NCUC Rule R22-6(a) and (b)): _____

PERSONS TO CONTACT

	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
16. Management	_____	_____ _____	_____
		Email _____	
17. Complaints or Billing	_____	_____ _____	_____
		Email _____	
18. Emergency Service	_____	_____ _____	_____
		Email _____	
19. Filing and Payment of Regulatory Fees to Utilities Commission	_____	_____ _____	_____
		Email _____	

OTHER PROVISIONS

20. Applicant must notify the Commission in writing within 30 days if any information supplied on this form changes in the future.
21. Applicant must also file quarterly Regulatory Fee Reports and make regulatory fee payments. Details are set out in NCUC Rule R15-1.

REQUIRED EXHIBITS

22. If the Applicant is a corporation, LLC, LP, or other legal business entity, enclose a copy of the certification from the North Carolina Secretary of State (Articles of Incorporation or Application for Certificate of Authority for Limited Liability Company, etc.). **(Must match name on Line 1 of application.)**
23. If the Applicant is a partnership, enclose a copy of the partnership agreement. **(Must match name on Line 1 of application.)**
24. Enclose a copy of a Warranty Deed showing that the Applicant has ownership of all the property necessary to operate the utility. **(Must match name on Line 1 of application.)**
25. Enclose a vicinity map showing the location of the apartment complex in sufficient detail for someone not familiar with the county to locate the apartment complex. (A county roadmap with the apartment complex outlined is suggested.)
26. Enclose a copy of the supplier's schedule of rates that will be charged to the Applicant for purchased power.

FORM ER-1

07/2015

27. Enclose a copy of any agreements or contracts that the Applicant has entered into covering the provision of billing and collections services to the apartment complex.
28. Indicate the number of apartment buildings to be served, the number of units in each apartment building and the number of bedrooms in each unit.
29. Enclose a copy of the template or form used for billing statements.
30. Enclose a copy(ies) of the form(s) used for leases to tenants, including a statement of which parts of the lease relate to billing for electric service.

FILING INSTRUCTIONS

31. Submit one (1) original application with required exhibits and **original notarized signature**, plus seven (7) additional collated copies to: [USPS address] **Chief Clerk's Office, North Carolina Utilities Commission, 4325 Mail Service Center, Raleigh, North Carolina 27699-4325**, or [overnight delivery or hand delivery at street address] **Chief Clerk's Office, North Carolina Utilities Commission, 430 North Salisbury Street, Raleigh, North Carolina 27603**. Provide a self-addressed stamped envelope, plus an additional copy, if a file-stamped copy is requested by the Applicant.
32. Enclose a filing fee as required by G.S. 62-300. A Class A utility (annual electricity reseller revenues of \$1,000,000 or more) requires a \$250 filing fee. A Class B utility (annual electricity reseller revenues between \$200,000 and \$1,000,000) requires a \$100 filing fee. A Class C utility (annual electricity reseller revenues less than \$200,000) requires a \$25 filing fee. **MAKE CHECK PAYABLE TO N.C. DEPARTMENT OF COMMERCE/UTILITIES COMMISSION.**

SIGNATURE

33. Application shall be signed and verified by an authorized representative of the Applicant.

Signature _____

Printed Name _____

Title _____

Date _____

34. (Typed or Printed Named) _____
personally appearing before me and, being first duly sworn, says that the information contained in this application and in the exhibits attached hereto is true to the best of his/her knowledge and belief.

This the _____ day of _____, 20____

Notary Public

My Commission Expires: _____

Date

(NOTARY SEAL)

SELLER DOCKET NO.	ER-_____
PURCHASER DOCKET NO.	ER-_____
FILING FEE RECEIVED	_____

BEFORE THE NORTH CAROLINA UTILITIES COMMISSION

APPLICATION FOR TRANSFER OF AUTHORITY TO RESELL ELECTRIC SERVICE FOR APARTMENT COMPLEXES

INSTRUCTIONS

If additional space is needed, supplementary sheets may be attached. If any section does not apply, write "not applicable".

SELLER

1. Name of current certified owner _____
2. Mailing address _____
3. Business telephone number _____

PURCHASER ("Applicant")

4. Name of purchaser _____
5. Business mailing address of purchaser _____
City and state _____ Zip code _____
6. Business telephone number _____ Business fax number _____
7. Business email address _____

UTILITY SERVICE AREA

8. Street Address of Apartment Complex _____
9. Name of Apartment Complex _____
10. County (or counties) _____
11. Supplier of purchased power _____

RESALE PROVISIONS

12. Describe the method Applicant proposes to use to allocate the supplier's individual electric bill for a unit among all the tenants in the unit (NCUC Rule R22-5): _____

13. Monthly administrative fee per bill: _____
(Pursuant to NCUC Rule R22-5(d), no more than \$3.75 per month - the maximum amount authorized for water resellers by Commission Rule R18-6, may be added to the cost of electric service as an administrative fee. The amount of administrative fee, up to the maximum amount, should be justified by Applicant's actual costs.)
14. Bills will be past due _____ days after they are mailed or otherwise delivered to tenants. (NCUC Rule R22-7(e) specifies that bills shall not be past due less than twenty-five (25) days after mailing or other delivery to tenants.)
15. Late fee amount: _____
(Pursuant to NCUC Rule R22-5(d) and (e), no more than 1% per month on the balance in arrears.)
Number of days after mailing or other delivery of bills at which the late fee begins to apply: _____
(See NCUC Rule R22-5(e) and (7)(e).)
16. Returned check charge: _____
(Pursuant to NCUC Rule R22-5 and G.S. 25-3-506, no more than \$25.00.)
17. Statement of the Applicant's plans for retention and availability of records (see NCUC Rule R22-6(a) and (b)): _____

PERSONS TO CONTACT

	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
18. Management	_____	_____	_____

		Email _____	
19. Complaints or Billing	_____	_____	_____

		Email _____	
20. Emergency Service	_____	_____	_____

		Email _____	
21. Filing and Payment of Regulatory Fees to Utilities Commission	_____	_____	_____

		Email _____	

OTHER PROVISIONS

22. Applicant must notify the Commission in writing within 30 days if any information supplied on this form changes in the future.
23. Applicant must also file quarterly Regulatory Fee Reports and make regulatory fee payments. Details are set out in NCUC Rule R15-1.

REQUIRED EXHIBITS

24. If the Purchaser is a corporation, LLC, LP, etc., enclose a copy of the certification from the North Carolina Secretary of State (Articles of Incorporation or Application for Certificate of Authority for Limited Liability Company, etc.). **(Must match name on Line 4 of application.)**
25. If the Purchaser is a partnership, enclose a copy of the partnership agreement. **(Must match name on Line 4 of application.)**
26. Enclose a copy of a Warranty Deed showing that the Purchaser has ownership of all the property necessary to operate the utility. **(Must match name on Line 4 of application.)**
27. Enclose a vicinity map showing the location of the apartment complex or manufactured home park in sufficient detail for someone not familiar with the county to locate the apartment complex or manufactured home park. (A county roadmap with the apartment complex or manufactured home park outlined is suggested.)
28. Enclose maps of the apartment complex or manufactured home park in sufficient detail to show the layout of streets, apartment buildings or manufactured home lots, and water and/or sewer mains.
29. Enclose a copy of the supplier's schedule of rates that will be charged to the provider for purchased water.
30. Enclose a copy of the supplier's schedule of rates that will be charged to the provider for purchased sewage treatment.
31. Enclose a copy of any agreements or contracts that the Purchaser has entered into covering the provision of billing and collecting and meter reading services to the apartment complex or manufactured home park.
32. If the provider is requesting to include the supplier's administrative fee in its administrative fee, enclose an exhibit listing the master meters serving the apartment complex or mobile home park, indicating for each master meter the size of the meter. Apartment complexes should also indicate the number of apartment buildings served by the meter, and the number of apartments in each apartment building.

FILING INSTRUCTIONS

33. Submit one (1) original application with required exhibits and **original notarized signature**, plus seven (7) additional collated copies to: [USPS address] **Chief Clerk's Office, North Carolina Utilities Commission, 4325 Mail Service Center, Raleigh, North Carolina 27699-4325**, or [overnight delivery or hand delivery at street address] **Chief Clerk's Office, North Carolina Utilities Commission, 430 North Salisbury Street, Raleigh, North Carolina 27603**. Provide a self-addressed stamped envelope, plus an additional copy, if a file-stamped copy is requested by the Applicant.
34. Enclose a filing fee as required by G.S. 62-300. A Class A utility (annual electricity reseller revenues of \$1,000,000 or more) requires a \$250 filing fee. A Class B utility (annual electricity reseller revenues between \$200,000 and \$1,000,000) requires a \$100 filing fee. A Class C utility (annual electricity reseller revenues less than \$200,000) requires a \$25 filing fee. **MAKE CHECK PAYABLE TO N.C. DEPARTMENT OF COMMERCE/UTILITIES COMMISSION.**
35. This application may be filed before title to the property passes to the new purchaser. In that event, the deed required in Item 26 above shall be filed with the Commission as a follow-up to the initial transfer application, once the deed has been executed and recorded with the Register of Deeds. The Commission may approve the transfer application with the condition that it is not effective until the deed is executed, recorded, and has been filed with the Commission.

SIGNATURES

36. Application shall be signed by an authorized representative of the seller.

Signature _____
Printed Name _____
Title _____
Date _____

37. Application shall be signed and verified by an authorized representative of the purchaser.

Signature _____
Printed Name _____
Title _____
Date _____

38. (Typed or printed name of the purchaser's representative) _____
personally appearing before me and, being first duly sworn, says that the information contained in this application and in the exhibits attached hereto is true to the best of his/her knowledge and belief.

This the _____ day of _____, 20____

Notary Public

My Commission Expires: _____
Date

(NOTARY SEAL)