

Sample Tenant Notification on Submetering Proposal

Dear Resident:

(Insert management company or vendor name) is pleased to inform you that we expect to upgrade the electrical system in the building over the next several months. This anticipated upgrade would result in a new electrical submetering system to save costs and promote energy conservation. This notice is to provide general information regarding electric submetering and how this new system will affect you as a resident of the (insert building name).

What are some of the benefits of submetering?

Save energy. Submetering promotes conservation because residents pay only for the electricity that they use.

Saves money. Lower energy consumption will mean lower energy bills for the residents and for the building owners. In addition, a monthly statement showing electric usage serves as a reminder that residents have control over their energy usage.

Ensures greater accuracy. The submetering system is remotely read and will not require manual readings providing greater accuracy for monthly billing.

How does submetering work?

A submeter is installed for each apartment and measures each apartment's electric consumption. The consumption information is communicated to the billing services provider's computer system via telephone line. **With a submetering system each apartment only pays for the electricity that it consumes.**

Who will provide electricity for the building?

(Insert local utility company name) will continue to provide electricity for your building. This electricity is monitored by a (insert local utility company name) meter(s) and the **building continues to pay** (insert local utility company name) directly for its services.

Who will provide my electric bills?

An independent electric billing services provider will generate your electric bills and respond to questions you may have regarding your bills. Once the submetering system is approved by the New York State Public Service Commission (PSC) and installed, your property manager will provide the contact information for your billing services provider.

What rate will I be charged for my electricity?

Under New York State Public Service Law [Part 96.2b3 Residential Submetering (Public Service Law, §65, §66)], you can not be charged more than your local utility company's tariffed residential rate for direct metered service.

11-E-0316

Will submetering affect my rent payments?

Once the submetering system is approved by the PSC and installed you will begin to receive a separate electric bill for your apartment based on actual meter readings for each month's usage.¹ The separate bill will be attached to your monthly rent bill.

What if I have questions regarding the electric bills I receive?

If you have questions about your electric bill or believe your bill is inaccurate, you should contact the management company. Your property manager will then investigate and respond to your request in writing within thirty (30) days of receipt of such request. If you are not satisfied with the response, you may submit a written request within fourteen (14) days to the management company for action to be taken by a grievance arbitrator (selected from the American Arbitration Association or equivalent). Any proceeding will be paid for entirely by the management company and you will be promptly notified of the decision.

In addition, you will be afforded rights and protections available to residential energy consumers in New York State under the Home Energy Fair Practices, including the ability to file a complaint with the PSC.

Note: Insert one of the following PSC Offices' contact information, dependent on the geographic location of the building.

Office of Consumer Services
NYS Public Service Commission
Three Empire State Plaza
Albany, NY 12223
518-474-3280
1-800-342-3377

Office of Consumer Services
NYS Public Service Commission
90 Church Street
New York, NY 10007
212-417-2234
1-800-342-3377

What can I do to save on my electric costs?

Go to (insert name of the local utility company) website www.xxxxxxxx.com for information on energy saving tips and other helpful information on low cost energy saving measures. Or, go to the PSC's website www.dps.state.ny.us.

Where can I get additional information?

For general questions regarding the submetering plan or electric billing, you should contact the management company (insert contact information).

¹ If the building is rent stabilized under a public authority, the following language should be considered to inform those particular tenants.

"You will also receive a reduction in your rent. This reduction will be equal to the utility allowances published by the (insert name of the local public housing agency) and will vary based on apartment size."

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For more information regarding submetering rules, you should go to www.dps.state.ny.us.

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