



Control Number: 51613



Item Number: 1353



Registration of Submetered OR Allocated Utility Service

NOTE: Please **DO NOT** include any person or protected information on this form (ex: tax identification #'s, social security #'s, etc.)

Date: _____
 By: _____
 Docket No. _____
 (this number to be assigned by the PUC after your form is filed)

PROPERTY OWNER: Do **not** enter the name of the owner's contract manager, management company, or billing company.

Name: Alma Apts Off 135, LLC							
Mailing Address: 1515 S. Capital of TX 411		City: Austin		State: TX	Zip: 78796		
Telephone# (AC): 512 399 5130			Fax # (if applicable): _____				
E-mail: jca5 @ pghnexus.com							

NAME, ADDRESS, AND TYPE OF PROPERTY WHERE UTILITY SERVICE IS PROVIDED

Name: Alma Apartments							
Mailing Address: 9220 NH135		City: Austin		State: TX	Zip: 78753		
Telephone# (AC): 512 873-8484			Fax # (if applicable): _____				
E-mail: manager @ alma austin.com							

<input checked="" type="checkbox"/> Apartment Complex	<input type="checkbox"/> Condominium	<input type="checkbox"/> Manufactured Home Rental Community	<input type="checkbox"/> Multiple-Use Facility
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If applicable, describe the "multiple-use facility" here: _____

INFORMATION ON UTILITY SERVICE

Tenants are billed for	<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> Wastewater	Submetered OR	<input checked="" type="checkbox"/> Allocated ★★★
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Name of utility providing water/wastewater	COA		
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Date submetered or allocated billing begins (or began)	7/1/22	Required
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METHOD USED TO OFFSET CHARGES FOR COMMON AREAS Check one line only.

<input type="checkbox"/> Not applicable, because	Bills are based on the tenant's actual submetered consumption
<input type="checkbox"/>	There are neither common areas nor an installed irrigation system

All common areas and the irrigation system(s) are metered or submetered:
 We deduct the actual utility charges for water and wastewater to these areas then allocate the remaining charges among our tenants.

This property has an installed irrigation system that is not separately metered or submetered:
 We deduct percent (we deduct at least 25 percent) of the utility's total charges for water and wastewater consumption, then allocate the remaining charges among our tenants.

This property has an installed irrigation system(s) that is/are separately metered or submetered:
 We deduct the actual utility charges associated with the irrigation system(s), then deduct at least 5 percent of the utility's total charges for water and wastewater consumption, then allocate the remaining charges among our tenants.

This property does not have an installed irrigation system:
 We deduct at least 5 percent of the retail public utility's total charges for water and wastewater consumption, and then allocate the remaining charges among our tenants.

★★★IF UTILITY SERVICES ARE ALLOCATED, YOU MUST ALSO COMPLETE PAGE TWO OF THIS FORM ★★★

Send this form by mail with a total of (3) copies to:
 Filing Clerk, Public Utility Commission of Texas
 1701 North Congress Avenue
 P.O. Box 13326
 Austin, Texas 78711-3326

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See attached Breakdown

METHOD USED TO ALLOCATE UTILITY CHARGES

Check the box or boxes that describe the allocation method used to bill tenants.

Occupancy method: The number of occupants in the tenant's dwelling unit is divided by the total number of occupants in all dwelling units at the beginning of the month for which bills are being rendered.

<input type="checkbox"/> Ratio occupancy method: The number of occupants in the tenant's dwelling unit is adjusted as shown in the table to the right. This adjusted value is divided by the total of these values for all dwelling units occupied at the beginning of the retail public utility's billing period.	Number of Occupants	Number of Occupants for Billing Purposes
	1	1.0
	2	1.6
	3	2.2
	>3	2.2 + 0.4 for each additional occupant

<input type="checkbox"/> Estimated occupancy method: The estimated occupancy for each unit is based on the number of bedrooms as shown in the table to the right. The estimated occupancy in the tenant's dwelling unit is divided by the total estimated occupancy in all dwelling units regardless of the actual number of occupants or occupied units.	Number of Bedrooms	Number of Occupants for Billing Purposes
	0 (Efficiency)	1
	1	1.6
	2	2.8
	3	4.0
	>3	4.0 + 1.2 for each additional bedroom

Occupancy and size of rental unit percent (in which no more than 50%) of the utility bill for water/wastewater consumption is allocated using the occupancy method checked above. The remainder is allocated according to either:

- the size of the tenant's dwelling unit divided by the total size of all dwelling units, **OR**
- the size of the space rented by the tenant of a manufactured home divided by the size of all rental spaces.

Submetered hot water:
The individually submetered hot water used in the tenant's dwelling unit is divided by all submetered hot water used in all dwelling units.

Submetered cold water is used to allocate charges for hot water provided through a central system:
The individually submetered cold water used in the tenant's dwelling unit is divided by all submetered cold water used in all dwelling units.

As outlined in the condominium contract. Describe:

Size of manufactured home rental space:
The size of the area rented by the tenant divided by the total area of all the size of rental spaces.

Size of the rented space in a multi-use facility:
The square footage of the space rented by the tenant divided by the total square footage of all rental spaces.



Ratio Utility Billing (RUBS) Calculation Formula

[Help Topics / Accounting / Ratio Utility Billing \(RUBS\)](#)

Ratio Utility Billing (RUBS) Calculation Formula

The allocation for a property's utilities are set up on the main property page. The allocation is made up of three elements:

- 1 **Owner Contribution** - The percentage of the utility expense covered by the owner. In addition to the base owner percentage entered here, they'll also cover costs associated with unoccupied units.
- 2 **Tenant Contribution** - The percentage of the utility expense paid by all tenants combined.
- 3 **Allocation** - What the tenants' portion of the bill is based on. You can base this percentage on the number of occupants in a unit or total square footage of a unit.

Owner Contribution (Common Area Usage)	50.00	100%	Tenant Contribution	50.00	100%
<i>This is the percentage of the utility bill passed through to the owner.</i>			<i>This is the remaining percentage of the utility bill that will be charged to your tenants.</i>		
Allocation					
# of Occupants *	75.00	100%	Square Feet *	25.00	100%

Tenant Contribution: Additional Details

How Number of Occupants is Determined:

Note If your allocation is based on # of Occupants and not all of the units in the building are activated for RUBS, the tenants in the activated units are charged only for their portion, and the rest (portions of the non-activated units with tenants in them) is charged to the property.

- A tenant must be current, and marked as Financially Responsible or Other Occupant (no cosigners) for the entire consumption period and when the utility bill is entered.
- Hidden tenants and occupancies are not included.
- If any tenants or occupancies were moved out before a utility bill was entered, they are not charged for that bill.
- Tenants in non-activated RUBS units are not included for billing, but are included in total tenant count (see note above).
- Occupancies or tenants that moved in and out on the same day are not included.

Occupancy Count

- **Occupancy Count** is the number of tenants listed in a unit (cosigners are not included).
- For occupancy to be included in the allocation, the unit has to be occupied past the consumption period end date.
- If an occupancy ends within a consumption period, the occupancy count is the count of tenants as of the move-out date.

How Consumption Days are Determined

- The **Consumption Period** is the number of days between the start and end date you are billed for a utility, including the start and end days. For example 5/1/2016 to 5/31/2016 is **31 days**.
- For occupancies that moved out within a consumption period, the number of days are counted from the consumption start date to the move out date, inclusive of first and last day. **Please note**, utility charges are not



posted for tenants who moved out before the bill is entered. These charges are passed to the owner.

- **Consumption Days** are the number of days of occupancy during the consumption period, multiplied by the number of occupants in the unit.

How Occupancy Ratio is Determined:

- Ratio is based on (Occupancy Count * Occupancy Number of Days)
- Occupancy Ratio = (Occupancy Count * Occupancy Number of Days) / sum of (Occupancy Count * Occupancy Number of Days) over all units

Square Footage Portion

- All units of the property are included in the square footage allocation calculations
- Exception: Hidden and Non-Revenue units are not included as long as they have a square footage of 0. If they have square footage entered it will be used in the calculation
- Even if a unit is not marked as Eligible for RUBS, the square footage will be included in the calculation

How Square Footage Ratio is Determined:

- Ratio is based on unit's square footage
- SqFt Ratio = (Unit sq ft) / sum of sq ft over all units

Tenant Charge Creation

In addition to tenant percentage, number of occupants and square footage, the final charge assessed to the tenant is also affected by the occupancy of the unit and the number of billable days.

Occupancy Number of Days

- Occupancy Number of Days is the number of days the tenant occupied the unit. Tenant charges are created for all occupancies that are ongoing past the end of the utility consumption period. This includes occupancies that moved-in during the consumption period.
- Tenant charges are not assessed for occupancies that moved out on any day of the consumption period (even the last day), or for hidden units/occupancies.

Billable Days

- Billable Days are the number of days in the consumption period with RUBS enabled for the occupancy. In most cases the Billable Days will be the same as Occupancy Number of Days.
- The only case where Billable Days is less than Occupancy Number of Days is when the unit is RUBS-enabled within the consumption period, meaning the RUBS feature was not on for the unit during part of the billing period. This may be common during the first month setup of RUBS.

Tenant Charge Calculations

- Occupancy Contribution = Utility Bill Amount * Tenant Contribution % * Occupancy %
- SqFt Contribution = Utility Bill Amount * Tenant Contribution % * SqFt %
- Occupancy Allocation = Occupancy Ratio * Occupancy Contribution * Billable Days / Occupancy Number of Days
- SqFt Allocation = SqFt Ratio * SqFt Contribution * Billable Days / Consumption Period
- Tenant Charge = Occupancy Allocation + SqFt Allocation

Owner Contribution <i>(Common Area Usage)</i>	50.00	%	Tenant Contribution	50.00	%
<i>This is the percentage of the utility bill passed through to the owner.</i>			<i>This is the remaining percentage of the utility bill that will be charged to your tenants.</i>		
Allocation					
	# of Occupants	*	75.00		%
	Square Feet	*	25.00		%



- **Tenant Move Out:** When a tenant moves out of a unit during a billing cycle, the tenant will not be billed and that portion of the allocation will be passed to the owner
- **Tenant Move In:** When a tenant moves in to a unit during a billing cycle, the tenant will be charged a prorated amount equal to the number of days they occupied the unit during the billing cycle. The portion of the allocation during the period the unit was unoccupied is passed to the owner
- **Effect on Owner Contribution Amount:** The owner is responsible for common area charges set as the base used in defining the owner and tenant contribution amounts. In addition to that base percentage amount, the allocation charge for any time a unit is unoccupied is also passed to the owner. The allocation charge for a unoccupied unit depends on how the calculation percentage was setup for the property regarding charge percentage for occupants vs square footage

Notes

- Charge amounts are always rounded-up. Both number of occupants and square footage allocation is rounded-up and then the two are added together to calculate the final tenant charge
- If a tenant has a credit or prepayment on their account, it will be automatically applied to the utility bill when it's posted unless it's set to apply to a specific GL account
- The description of the charge that appears on the Tenant Statement will show the Utility Type and the consumption period

Ratio Utility Billing (RUBS) Calculation Formula

Ratio-Utility-Billing-RUBS-Calculation-Formula

Was this article helpful?

Yes Not Really No

RELATED ARTICLES

[What is Ratio Utility Billing \(RUBS\)?](#)

[Ratio Utility Billing \(RUBS\) Calculation Formula](#)

[Set Up Ratio Utility Billing \(RUBS\)](#)

[Enter a Ratio Utility Bill \(RUBS\)](#)

[Reverse a Ratio Utility Bill \(RUBS\)](#)

[FAQs: Ratio Utility Billing \(RUBS\)](#)

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