

Control Number: 51613



Item Number: 1353



P.O. Box 13326

Austin, Texas 78711-3326

# Registration of Submetered OR Allocated Utility Service

**NOTE:** Please **<u>DO NOT</u>** 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
PLIC after your form is filed)

this form (ex: tax identification #'s, social security #'s, etc.)	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 () ff 135, LLC			
Mailing Address: 1515 S Copylof TX 411 City Awtin	State 1 Zip 78746		
Telephone# (AC) 5/2 399 5/30 Fax # (if applicable)			
E-mail jco 5 6 PGhntyws.com			
NAME, ADDRESS, AND TYPE OF PROPERTY WHERE UTILITY	SERVICE IS PROVIDED		
Name Alma Apartments			
Mailing Address: タネンの NH135 City Awth	State   1x   Zip   787 53		
Telephone# (AC) 5/2 873~8484 Fax # (if applicable)			
E-mail Manager 6 alma austin. com			
Apartment Complex   Condominium   Manufactured Home Rental Complex   Condominium   Con	Community Multiple-Use Facility		
If applicable, describe the "multiple-use facility" here:			
INFORMATION ON UTILITY SERVICE			
	ometered OR Allocated **		
Name of utility providing water/wastewater			
Date submetered or allocated billing begins (or began) 7/1/22	Required		
METHOD USED TO OFFSET CHARGES FOR COMMON AREAS Check one lin			
Not applicable, because Bills are based on the tenant's actual submetered	<del></del>		
There are <u>neither</u> common areas <u>nor</u> an installed	l 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 o			
We deduct percent (we deduct at least 25 percent) of the utility's total	I charges for water and wastewater		
consumption, then allocate the remaining charges among our tenants.			
This property has an installed irrigation system(s) that <u>is/are</u> 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			

See attached Breatlann

# 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.

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

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

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:		

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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.



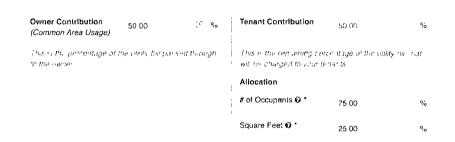
#### Ratio Utility Billing (RUBS) Calculation Formula

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



#### 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
- · 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
- If an occupancy ends within a consumption period, the occupancy count is the count of tenants as of the moveout 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

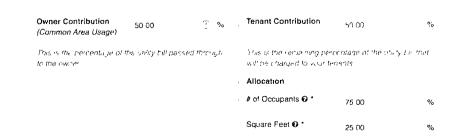
- Occupancy Number of Days is the number of days the tenant occupied the unit. Tenant charges are created for all occupancies that are ongoing past the end of the utility consumption period. This includes occupancies that moved-in during the consumption period.
- Tenant charges are not assessed for occupancies 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





- **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

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