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TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
REGISTRATION OF SUBMETERED OR ALLOCATED  
UTILITY SERVICE

This Box for TCEQ Use Only

Registration No. **S 3180**

Date. By: **8-22-02** *lages*

*Revised 2/10/04*

*Revised 2/10/04*

CUSTOMER REFERENCE NUMBER

CN \_\_\_\_\_ (9 digits)

REGULATED ENTITY REFERENCE NUMBER

RN **33180** (9 digits)

\*If this number is not available, complete a Core Data Form (TCEQ10400) and submit it with this registration. \*If you do not have this number for the property, complete a Core Data Form (TCEQ-10400) and submit it with this registration.

OWNER ("CUSTOMER" ON TCEQ-10400) **NORTHLAKE REALTY, L.P. DBA NORTHLAKE MANOR APARTMENTS**

NAME AND TYPE OF PROPERTY WHERE UTILITY SERVICE IS PROVIDED ("REGULATED ENTITY" ON TCEQ-10400)

NAME **NORTHLAKE MANOR APARTMENTS**

TYPE ☒ Apartment ☐ Condominium ☐ Manufactured Home Rental Community ☐ Multiple-Use Facility (describe below)

If multiple-use facility, describe here

INFORMATION ON UTILITY SERVICE

Tenants are billed for ☐ Water ☐ Wastewater ☒ Both These bills are ☐ Submetered ☒ Allocated\*

Name of utility providing water/wastewater

Date submetered or allocated billing begins (or began) **11/01/2001**

METHOD USED TO OFFSET CHARGES FOR COMMON AREAS [CHECK ONE]

☐ This provision does not apply to this property. Each unit is submetered.

☐ All common areas are metered or submetered. We deduct the actual charges for water and wastewater to these areas. Then we allocate the remainder of the utility bill among our tenants.

☒ This property has an installed irrigation system that is not separately metered or submetered. We deduct \_\_\_\_\_ percent (which is equal to or greater than 25percent) of the retail public utility's total charges for water and wastewater and then allocate the remaining charges among our tenants.

☒ This property has an installed irrigation system that is separately metered or submetered. We deduct 5 percent of the retail public utility's total charges for water and wastewater and then allocate the remaining charges among our tenants.

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

\* IF UTILITY SERVICES ARE ALLOCATED, COMPLETE THE FOLLOWING ALSO.

METHOD USED TO ALLOCATE UTILITY CHARGES [CHECK ALL THAT APPLY]

☒ Occupancy and size of rental unit: \_\_\_\_\_ percent (which is equal to or greater than 50%) of the utility bill for water/ wastewater consumption is allocated using the occupancy method checked below. 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.  
(Note: If you check this option, you must also check one of the next three boxes to indicate the occupancy method used.)

☐ 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 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

☐ 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 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

☐ 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.

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# TNRCC Core Data Form

TNRCC Use Only

If you have questions on how to fill out this form or about our Central Registry, please contact us at 512-239-5175

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282

## SECTION I: General Information

1. Reason for Submission <i>Example new wastewater permit; IHW registration; change in customer information, etc.</i> <u>CHANGE OF OWNERSHIP</u>	
2. Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Describe Any Attachments: (ex Title V Application, Waste Transporter Application, etc )
3. Customer Reference Number-if issued CN (9 digits)	4. Regulated Entity Reference Number-if issued RN S 3180 (9 digits)

## SECTION II: Customer Information

5. Customer Role (Proposed or Actual) -- As It Relates to the Regulated Entity Listed on This Form Please check <u>one</u> of the following: <input type="checkbox"/> Owner <input type="checkbox"/> Operator <input checked="" type="checkbox"/> Owner and Operator <input type="checkbox"/> Occupational Licensee <input type="checkbox"/> Volunteer Cleanup Applicant <input type="checkbox"/> Other: _____			
TNRCC Use Only <input type="checkbox"/> Superfund <input type="checkbox"/> PST <input type="checkbox"/> Respondent			
6. General Customer Information <input type="checkbox"/> New Customer <input type="checkbox"/> Change to Customer Information <input type="checkbox"/> Change in Regulated Entity Ownership <input checked="" type="checkbox"/> No Change* *If "No Change" and Section I is complete, skip to Section III - Regulated Entity Information			
7. Type of Customer: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship - D.B.A. <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Federal Government <input type="checkbox"/> State Government <input type="checkbox"/> County Government <input type="checkbox"/> City Government <input type="checkbox"/> Other Government _____			
8. Customer Name (If an individual, please print last name first) If new name, enter previous name: <u>NORTHLAKE REALTY, L.P.</u>			
9. Mailing Address: <u>GFI MANAGEMENT SERVICES, INC.</u> <u>2650 FOUNTAINVIEW, #224</u> <u>HOUSTON, TEXAS 77057</u>			
City <u>HOUSTON</u>		State <u>TX</u>	ZIP <u>77057</u>
ZIP + 4			
10. Country Mailing Information if outside USA		11. E-Mail Address if applicable <u>MYBARBA@GFI-CAP.COM</u>	
12. Telephone Number <u>832 ( ) 242-5655</u>	13. Extension or Code	14. Fax Number if applicable <u>832 ( ) 242-5591</u>	
15. Federal Tax ID (9 digits) <u>81-0615949</u>	16. State Franchise Tax ID Number if applicable		17. DUNS Number if applicable (9 digits)
18. Number of Employees <input checked="" type="checkbox"/> 0-20 <input type="checkbox"/> 21-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 501 and higher		19. Independently Owned and Operated? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

## SECTION III: Regulated Entity Information

20. General Regulated Entity Information <input type="checkbox"/> New Regulated Entity <input type="checkbox"/> Change to Regulated Entity Information <input checked="" type="checkbox"/> No Change* *If "No Change" and Section I is complete, skip to Section IV - Preparer Information
21. Regulated Entity Name (If an individual, please print last name first) <u>NORTHLAKE REALTY, L.P. DBA NORTHLAKE MANOR APARTMENTS</u>

22. Street Address: <u>6910 NORTH SAM HOUSTON PKWY. EAST</u>					
(No P O Boxes) <u>HUMBLE</u>					
City <u>HUMBLE</u>			State <u>TX</u>	ZIP <u>77396</u>	ZIP + 4 <u>4100</u>
23. Mailing Address					
City			State	ZIP	ZIP + 4
24. E-Mail Address: <u>NORTHLAKE MANOR @ GFICAP.COM</u>					
25. Telephone Number		26. Extension or Code		27. Fax Number if applicable	
<u>281 ( ) 441 - 4544</u>				<u>281 ( ) 441 - 4299</u>	
28. Primary SIC Code (4 digits)	29. Secondary SIC Code (4 digits)	30. Primary NAICS Code (5 or 6 digits)		31. Secondary NAICS Code (5 or 6 digits)	
<u>6513</u>		<u>531110</u>			
32. What is the Primary Business of this entity? (Please do not repeat the SIC or NAICS description)					
<u>APARTMENT COMMUNITY</u>					
Questions 33 - 37 address geographic location. Please refer to the instructions for applicability.					
33. County: <u>HARRIS COUNTY, HOUSTON, TX.</u>					
34. Description of Physical Location					
35. Nearest City				State	Nearest ZIP
36. Latitude (N)			37. Longitude (W)		
Degrees	Minutes	Seconds	Degrees	Minutes	Seconds
38. TNRCC Programs In Which This Regulated Entity Participates <i>Not all programs have been listed Please add to this list as needed. If you don't know or are unsure, please mark "unknown."</i>					
<input type="checkbox"/> Animal Feeding Operation	<input type="checkbox"/> Petroleum Storage Tank		<input type="checkbox"/> Water Rights		
<input type="checkbox"/> Title V - Air	<input type="checkbox"/> Wastewater Permit		<input type="checkbox"/> _____		
<input type="checkbox"/> Industrial & Hazardous Waste	<input type="checkbox"/> Water Districts		<input type="checkbox"/> _____		
<input type="checkbox"/> Municipal Solid Waste	<input checked="" type="checkbox"/> Water Utilities		<input type="checkbox"/> Unknown		
<input type="checkbox"/> New Source Review - Air	<input type="checkbox"/> Licensing - TYPE(s) _____				

#### SECTION IV: Preparer Information

39. Name <u>NICHOLE YBARRA</u>		40. Title <u>REGIONAL DIRECTOR</u>	
41. Telephone Number <u>832 ( ) 242 - 5655</u>	42. Extension or Code	43. Fax Number if applicable <u>832 ( ) 242 - 5591</u>	
44. E-Mail Address: <u>NYBARRA @ GFICAP.COM</u>			

- ☐ **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

*Please read the complete instructions on page 2 of this form.*

## **Instructions for Registering with TCEQ for Owners of Properties Providing Submetered or Allocated Utility Services**

- ☐ **To complete the TCEQ Core Data Form** - If you need a copy of the Core Data Form or its instructions, you can get one on our Web site, [www.tceq.state.tx.us](http://www.tceq.state.tx.us). Click on the word "Forms" at the top of the page, then click on "Number," enter "10400," and click on "Submit." If you don't have Web access, you can request copies by calling our publications unit at 512/239-0028

For answers to your questions about the Core Data Form, go to our Web site, click on "Index," then "C," and then "Central Registry." If you don't have Web access, call our Central Registry Program at 512/239-5175

- ☐ **Complete the Registration of Submetered or Allocated Utility Service form** - If you need more copies of this form, go to our Web site [www.tceq.state.tx.us](http://www.tceq.state.tx.us), click on the word "Forms" at the top of the page, then click on "Number," enter "10363," and click on "Submit." If you don't have Web access, you can request copies by calling our publications unit at 512/239-0028.

If you need help completing this form, call our Utility & District Oversight Team at 512/239-6960. You can also find information about submetered and allocated billing at [www.tceq.state.tx.us/permitting/waterperm/ud/u&d.html](http://www.tceq.state.tx.us/permitting/waterperm/ud/u&d.html)

- ☐ **Send BOTH the TCEQ Core Data Form and Registration of Submetered or Allocated Utility Service:**

by fax to: 512/239-6972  
Attn: Utilities & Districts Section

by mail to: Utilities & Districts Section,  
MC-153  
TCEQ  
PO Box 13087  
Austin, TX 78711-3087

OR