



Control Number: 51721



Item Number: 1900



## 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: Dec 9/16/15  
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: Westdale Asset Management  
Mailing Address: 3100 Monticello Suite 600 City: Dallas State: TX Zip: 75205  
Telephone #: (214) 515-7000 Fax #: (if applicable) ( ) E-mail: larry.late@westdale.com

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

Name: Polaris  
Mailing Address: 4004 Block Drive City: Irving State: TX Zip: 75038  
Telephone #: (972) 255-0522 Fax #: (if applicable) ( ) E-mail: pla@shared.westdale.com  
☒ Apartment Complex ☐ Condominium ☐ Manufactured Home Rental Community ☐ Multiple-Use Facility  
If applicable, describe the "multiple-use facility" here: \_\_\_\_\_

### INFORMATION ON UTILITY SERVICE

Tenants are billed for ☒ Water ☒ Wastewater ☐ Submetered OR ☒ Allocated ★★★  
Name of utility providing water/wastewater: City of Irving  
Date submetered or allocated billing begins (or began): 04/28/1995 Required

METHOD USED TO OFFSET CHARGES FOR COMMON AREAS Check one line only.

☐ Not applicable, because ☐ Bills are based on the tenant's actual submetered consumption  
☐ 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 25 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 to:

Filing Clerk, Public Utility Commission of Texas  
1701 North Congress Avenue  
P.O. Box 13326  
Austin, Texas 78711-3326

1900



## METHOD USED TO ALLOCATE UTILITY CHARGES

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

<input type="checkbox"/>	<b>Occupancy method:</b>	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.
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<input checked="" type="checkbox"/>	<b>Ratio occupancy method:</b>		<b>Number of Occupants</b>	<b>Number of Occupants for Billing Purposes</b>
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.			1	1.0
			2	1.6
			3	2.2
			>3	2.2 + 0.4 for each additional occupant

<input type="checkbox"/>	<b>Estimated occupancy method:</b>		<b>Number of Bedrooms</b>	<b>Number of Occupants for Billing Purposes</b>
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.			0 (Efficiency)	1
			1	1.6
			2	2.8
			3	4.0
			>3	4.0 + 1.2 for each additional bedroom

<input type="checkbox"/>	<b>Occupancy and size of rental unit</b>	<input type="checkbox"/>	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:
<ul style="list-style-type: none"> <li>• the size of the tenant's dwelling unit divided by the total size of all dwelling units, OR</li> <li>• the size of the space rented by the tenant of a manufactured home divided by the size of all rental spaces.</li> </ul>			

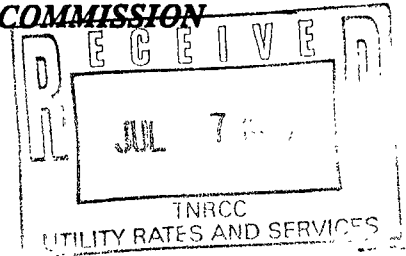
<input type="checkbox"/>	<b>Submetered hot water:</b>	The individually submetered hot water used in the tenant's dwelling unit is divided by all submetered hot water used in all dwelling units.
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<input type="checkbox"/>	<b>Submetered cold water is used to allocate charges for hot water provided through a central system:</b>	The individually submetered cold water used in the tenant's dwelling unit is divided by all submetered cold water used in all dwelling units.
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<input type="checkbox"/>	<b>As outlined in the condominium contract. Describe:</b>	
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<input type="checkbox"/>	<b>Size of manufactured home rental space:</b>	The size of the area rented by the tenant divided by the total area of all the size of rental spaces.
<input type="checkbox"/>	<b>Size of the rented space in a multi-use facility:</b>	The square footage of the space rented by the tenant divided by the total square footage of all rental spaces.

TEXAS NATURAL RESOURCE CONSERVATION COMMISSION



51867

NONSUBMETERED, MASTER METERED UTILITY SERVICE REGISTRATION

Registration No. \_\_\_\_\_  
(TNRCC Use Only)

OWNER INFORMATION

Name: Westdale Polaris Partners, Ltd.

Address: 3300 Commerce St. Dls. TX 75226 Phone: 214-515-7000

Tax Identification No.: 75-2607685

Name & Location of Apartment Unit(s): Polaris Apartments  
4004 Block Drive Irving, Tx 75038

MANAGEMENT INFORMATION (If Different From Above)

Company Name: Westdale Asset Mgmt., Inc.

Address: 3300 Commerce Dls. TX 75226 Phone: 214-515-7000

CONTACT INFORMATION FOR QUESTIONS OR COMPLAINTS

Name: Cindi Stiggins/Kevin Hammer Phone: 214-515-7000/214-381 9991

INFORMATION ON NONSUBMETERED, MASTER METERED SERVICE

Utility Providing Water/Wastewater: Hoewitt

Date Nonsubmetered, Master Metered Service Begins (or Began): Aug. 1

Method Used to Allocate Charges: 50% sqft. 50% # of occupants

Please attach a copy of the billing form that will be used and a copy of the rental agreement indicating how the utility service is allocated. Mail to:

Water Utilities Division, TNRCC  
Utility Certification & Rate Design Section  
P. O. Box 13087  
Austin, Texas 78711

Questions?: Call Consumer Assistance, Water Utilities Division, TNRCC--512/239-6100