




Control Number: 51721



Item Number: 97

Addendum StartPage: 0

SAP 6472 CD 5-13-14 SAP

 Texas Commission on Environmental Quality Registration of Submetered OR Allocated Utility Service	This Box for TCEQ Use Only	
	Registration No. S	6472
Date:	5-13-14	By: ON
This Box for TCEQ Use Only		
CUSTOMER REFERENCE NUMBER		REGULATED ENTITY REFERENCE NUMBER
CN(9 digits)		RN(9 digits)
Send a completed Core Data Form (TCEQ-10400) with this registration.		
PROPERTY OWNER (Customer on TCEQ-10400)		
Name McDonald A.J. Properties, INC DBA Country Place Apartments		
Do <u>not</u> enter the name of the owner's contract manager, management company, or billing company.		
NAME AND TYPE OF PROPERTY WHERE UTILITY SERVICE IS PROVIDED (Regulated Entity on TCEQ-10400)		
Name Country Place Apartments		
<input checked="" type="checkbox"/> Apartment Complex	<input type="checkbox"/> Condominium	<input type="checkbox"/> Manufactured Home Rental Community
<input type="checkbox"/> Multiple-Use Facility		
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
	<input type="checkbox"/> Submetered	<input checked="" type="checkbox"/> Allocated ★★
Name of utility providing water/wastewater		City of Abilene
Date submetered or allocated billing begins (or began)	05/20/2014	Required
METHOD USED TO OFFSET CHARGES FOR COMMON AREAS Check one line only.		
<input type="checkbox"/> Not applicable, because	<input type="checkbox"/> Bills are based on the tenant's actual submetered consumption	
<input type="checkbox"/>	<input type="checkbox"/> There are <u>neither</u> common areas <u>nor</u> an installed irrigation system	
<input checked="" type="checkbox"/> 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.		
<input type="checkbox"/> This property has an installed irrigation system that is <u>not</u> separately metered or submetered:		
We deduct <input type="text"/> 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.		
<input type="checkbox"/> 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.		
<input type="checkbox"/> This property does <u>not</u> 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 BOTH this form 10363 and the TCEQ Core Data 10400 form by fax to: 512/239-6972	OR	By mail to: TCEQ, Utilities & Districts Section, MC 153 PO Box 13087 Austin, TX 78711-3087
If you need help completing this form, call the Utilities & Districts Section at 512-239-4691. Additional information about submetering and allocation billing is available at the following Website "1".		
If you need help completing the Core Data Form call our Central Registry Program at 512-239-5175 or visit the following Website "2".		

1. <http://www.tceq.texas.gov/utilities/submeter.html>
2. http://www.tceq.texas.gov/permitting/central_registry/

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METHOD USED TO ALLOCATE UTILITY CHARGES

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

<input checked="" type="checkbox"/>	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.
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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

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

<input type="checkbox"/>	Occupancy and size of rental unit	<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"> • 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.

<input type="checkbox"/>	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.

<input type="checkbox"/>	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.

<input type="checkbox"/>	As outlined in the condominium contract. Describe:

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.



TCEQ Core Data Form

TCEQ Use Only

For detailed instructions regarding completion of this form, please read the Core Data Form Instructions or call 512-239-5175.

SECTION I: General Information

1. Reason for Submission (If other is checked please describe in space provided)			
<input checked="" type="checkbox"/> New Permit, Registration or Authorization (Core Data Form should be submitted with the program application)			
<input type="checkbox"/> Renewal (Core Data Form should be submitted with the renewal form)		<input checked="" type="checkbox"/> Other STM	
2. Attachments Describe Any Attachments: (ex. Title V Application, Waste Transporter Application, etc.)			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3. Customer Reference Number (if issued)		4. Regulated Entity Reference Number (if issued)	
CN		RN	

SECTION II: Customer Information

5. Effective Date for Customer Information Updates (mm/dd/yyyy)		5/20/2014	
6. Customer Role (Proposed or Actual) – as it relates to the Regulated Entity listed on this form. Please check only one of the following:			
<input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Owner & Operator			
<input type="checkbox"/> Occupational Licensee <input checked="" type="checkbox"/> Responsible Party <input type="checkbox"/> Voluntary Cleanup Applicant <input type="checkbox"/> Other: _____			
7. General Customer Information			
<input checked="" type="checkbox"/> New Customer <input type="checkbox"/> Update to Customer Information <input type="checkbox"/> Change in Regulated Entity Ownership			
<input type="checkbox"/> Change in Legal Name (Verifiable with the Texas Secretary of State) <input type="checkbox"/> No Change**			
**If "No Change" and Section I is complete, skip to Section III – Regulated Entity Information.			
8. Type of Customer:		<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Sole Proprietorship- D.B.A	
<input type="checkbox"/> City Government <input type="checkbox"/> County Government <input type="checkbox"/> Federal Government <input type="checkbox"/> State Government			
<input type="checkbox"/> Other Government <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Other: _____			
9. Customer Legal Name (If an individual, print last name first: ex: Doe, John)		If new Customer, enter previous Customer below	
McDonald A.J. Properties, INC. dba Country Place Apartments		End Date:	
10. Mailing Address:		1000 Justice Way	
City		Abilene	
State		TX	
ZIP		79602	
ZIP + 4			
11. Country Mailing Information (if outside USA)		12. E-Mail Address (if applicable)	
13. Telephone Number		14. Extension or Code	
(325) 677-3583			
15. Fax Number (if applicable)			
() -			
16. Federal Tax ID (9 digits)		17. TX State Franchise Tax ID (11 digits)	
11-381234		32032145909	
18. DUNS Number (if applicable)		19. TX SOS Filing Number (if applicable)	
		800815501	
20. Number of Employees		21. Independently Owned and Operated?	
<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		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION III: Regulated Entity Information

22. General Regulated Entity Information (If 'New Regulated Entity' is selected below this form should be accompanied by a permit application)			
<input checked="" type="checkbox"/> New Regulated Entity <input type="checkbox"/> Update to Regulated Entity Name <input type="checkbox"/> Update to Regulated Entity Information <input type="checkbox"/> No Change** (See below)			
**If "NO CHANGE" is checked and Section I is complete, skip to Section IV, Preparer Information.			
23. Regulated Entity Name (name of the site where the regulated action is taking place)			
Country Place Apartments			

24. Street Address of the Regulated Entity: (No F.O. Boxes)	1000 Justice Way						
	City	Abilene	State	TX	ZIP	79602	ZIP + 4
25. Mailing Address:							
	City		State		ZIP		ZIP + 4
26. E-Mail Address:							
27. Telephone Number		28. Extension or Code		29. Fax Number (if applicable)			
(325) 677-3583				() -			
30. Primary SIC Code (4 digits)		31. Secondary SIC Code (4 digits)		32. Primary NAICS Code (5 or 6 digits)		33. Secondary NAICS Code (5 or 6 digits)	
34. What is the Primary Business of this entity? (Please do not repeat the SIC or NAICS description.)							
Property Management							

Questions 34 – 37 address geographic location. Please refer to the instructions for applicability.

35. Description to Physical Location:							
36. Nearest City		County		State		Nearest ZIP Code	
		TYLER		TX		79602	
37. Latitude (N) In Decimal:		38. Longitude (W) In Decimal:					
Degrees	Minutes	Seconds	Degrees	Minutes	Seconds		

39. TCEQ Programs and ID Numbers Check all Programs and write in the permits/registration numbers that will be affected by the updates submitted on this form or the updates may not be made. If your Program is not listed, check other and write it in. See the Core Data Form instructions for additional guidance.

<input type="checkbox"/> Dam Safety	<input type="checkbox"/> Districts	<input type="checkbox"/> Edwards Aquifer	<input type="checkbox"/> Industrial Hazardous Waste	<input type="checkbox"/> Municipal Solid Waste
<input type="checkbox"/> New Source Review – Air	<input type="checkbox"/> OSSF	<input type="checkbox"/> Petroleum Storage Tank	<input type="checkbox"/> PWS	<input type="checkbox"/> Sludge
<input type="checkbox"/> Stormwater	<input type="checkbox"/> Title V – Air	<input type="checkbox"/> Tires	<input type="checkbox"/> Used Oil	<input checked="" type="checkbox"/> Utilities
<input type="checkbox"/> Voluntary Cleanup	<input type="checkbox"/> Waste Water	<input type="checkbox"/> Wastewater Agriculture	<input type="checkbox"/> Water Rights	<input type="checkbox"/> Other:

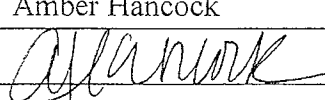
SECTION IV: Preparer Information

40. Name: Amber Hancock		41. Title: CFO	
42. Telephone Number	43. Ext./Code	44. Fax Number	45. E-Mail Address
(325) 455-8832		(214) 233-7893	amber@zencobilling.com

SECTION V: Authorized Signature

46. By my signature below, I certify, to the best of my knowledge, that the information provided in this form is true and complete, and that I have signature authority to submit this form on behalf of the entity specified in Section II, Field 9 and/or as required for the updates to the ID numbers identified in field 39.

(See the Core Data Form instructions for more information on who should sign this form.)

Company:	Zenco Utility Billing Services	Job Title:	Manager
Name (In Print):	Amber Hancock	Phone:	(325) 455-8832
Signature:		Date:	5/12/2014