



## Filing Receipt

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**Control Number - 52942**  
**ItemNumber - 87**



## CY 2022 Registration of Submetered OR Allocated Utility Service S0399

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

Control Number: **52942**
 Registration 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	Portfolio 22 Venture, LLC						
Mailing Address:	3424 Peachtree Road, Suite 300	City	Atlanta	State	GA	Zip	30326
Telephone# (AC)	972-643-3600						
E-mail							

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

Name	Cortland Prairie Creek						
Mailing Address:	3560 Alma Rd	City	Richardson	State	TX	Zip	75080
Telephone# (AC)	972-643-3600						
E-mail	trayce.allen@cortland.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	<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> Wastewater	Submetered <u>OR</u>	<input checked="" type="checkbox"/> Allocated ★★★
Name of utility providing water/wastewater	City of Richardson TX			
Date submetered or allocated billing begins (or began)	1/1/2022	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 <b>neither</b> common areas <b>nor</b> 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 ★★★

You can e-file this form online through the PUC Interchange Filer (<https://interchange.puc.texas.gov/filer>).  
 - You can find instructions for E-Filing at <https://www.puc.texas.gov/industry/filings/E-FilingInstructions.pdf>.

Or you may mail **one** copy to:  
For USPS:

For all other delivery or courier services:

Public Utility Commission of Texas Central Records  
P.O. Box 13326  
Austin, TX 78711-3326

Public Utility Commission of Texas Central Records  
1701 N. Congress Ave., 8-100  
Austin, TX 78701

# METHOD USED TO ALLOCATE UTILITY CHARGES

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

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

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

**For Box #4: if you check off with the % you will need to choose #1, #2, or # 3 from above as the remainder of no more than 50%.**

<b>4. Occupancy and size of rental unit</b>	percent (in which no more than 50%) of the utility bill for 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.	

<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.	

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

<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.	