



Filing Receipt

Filing Date - 2024-06-12 10:11:42 AM

Control Number - 56021

Item Number - 894

CY 2024 Registration of Submetered or Allocated Utility Service

Registration Number: S5779

Property Owner

The Michael's Organization
2 Copper Street 14th Floor
Camden , NJ 08102
(856) 596-0500
billing@tmo.com

Property Manager

Bent Oaks Apartments
2 Copper Street 14th Floor
Camden, NJ 08102
(856) 596-0500
billing@tmo.com

Property Where Utility Service Is Provided

Bent Oaks Apartments
7410 HWY 6
Hitchcock, TX 77563
(409) 440-8364
bentoaks@tmo.com

Property Type: Apartment Complex

Information on Utility Service

Tenants are billed for? Both Water and Wastewater
Submetered or Allocated? Changing from Submetered to Allocated
Name of utility providing service: City Of Hitchcock
Date billing begins: 6/12/2024

Changing from Submetered to Allocated

The following supporting documents were uploaded:
Bent Oaks Apartments Memo (2).pdf
PUC form completed.pdf

Method Used to Allocate Utility Charges

The following methods are used:

- Ratio Occupancy Method
- Occupancy and Size of Rental Unit, Percentage = 50%

Method Used to Offset Charges for Common Areas

The following methods were checked:

- No installed irrigation system.

Filing Party

This registration was filed by the Property Owner.



MEMO

TO: Quita Sellers, Community Manager The Michaels
Organization

FROM: Monio Mark II, Finance Director

SUBJECT: Billing Procedure for Bent Oaks Apartments

DATE: April 23, 2024

Dear Ms. Sellers,

I trust this memo finds you well. I am writing to inform you of an important aspect of the City of Hitchcock's utility billing process that applies to apartment complexes like Bent Oaks.

It has been a longstanding practice in our city to bill apartment complexes based on a single master meter rather than individual meters for each unit. This practice has been in effect for many years and is designed to streamline billing procedures and ensure fairness across all complexes.

It's important to note that while the City of Hitchcock does not replace individual apartment meters, the base cost for individual 5/8 meters is set at \$365. However, this figure does not encompass additional expenses such as installation costs and associated fees.

Should you have any questions or require further clarification regarding this practice, please don't hesitate to contact us. We are committed to providing assistance and ensuring clarity in all matters related to billing and utilities.

Sincerely,

Monio Mark II, CPA
Finance Director
City of Hitchcock



CY 2023 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.)

Control Number: **54440**

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 **Bent Oaks Apartments**

Mailing Address: **7410 HIGHWAY 6** City **Hitchcock** State **TX** Zip **77563**

Telephone# (AC) **409-440-8364**

E-mail **bentoaks@tmo.com**

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

Name **Bent Oaks Apartments**

Mailing Address: **7410 HIGHWAY 6** City **Hitchcock** State **TX** Zip **77563**

Telephone# (AC) **409-440-8364**

E-mail **bentoaks@tmo.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 Hitchcock**

Date submetered or allocated billing begins (or began) **7/1/2023** 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 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"/>	1. 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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<input checked="" type="checkbox"/>	2. 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	

<input type="checkbox"/>	3. 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	

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

<input checked="" type="checkbox"/>	4. Occupancy and size of rental unit	50%	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"> 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.
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<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.
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<input type="checkbox"/>	As outlined in the condominium contract. Describe:	
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<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.
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<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.
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