

## ELECTRICITY DECLARATION FORM FOR MULTI-RESIDENTIAL PROPERTIES

### MULTI-UNIT DECLARATION

Pursuant to the Regulation filed under s. 79.4 (1) (a) of the *Ontario Energy Board Act, 1998*, where the account of a low volume consumer or designated consumer relates to:

- a property as defined in the *Condominium Act, 1998*,
- a residential complex as defined in the *Tenant Protection Act, 1997*, or
- a property that is owned or leased by a co-operative as defined in the *Co-operative Corporation Act*,

the conservation threshold for that consumer is determined based on the number of residential units within the property or complex. In order to determine the appropriate conservation threshold, consumers must provide a signed declaration attesting to the number of units to which an account relates.

Some examples where the designate consumer status would not apply:

- **Storage facilities**, for example mini-storage facilities, would not qualify as units because there is no tenant living there using the full range of facilities.
- **Motels** would not qualify except perhaps if there are long term rental rooms similar to rooming houses.
- **Office buildings** with multiple tenants, for example a real estate office has several agents, each with their own 'office' would not qualify, again because they would not be living there and using the full range of facilities.
- **Individually metered common** areas such as halls, lighting, laundry and pool/health club services would not qualify because there is no tenant.

**If you qualify, as defined above, please complete this form and send it to our office by fax or mail as soon as possible.**

Your account will be adjusted upon receipt of this signed and completed Declaration Form. However any delay in processing as a result of missing or inaccurate information on this form will NOT result in adjustments to previous billings.

If you have multiple accounts eligible for a higher conservation threshold because there is more than one unit associated with each account, list each account separately. Do not include units which are metered or billed separately from the account referenced.

All information submitted in this process will be used by *Kingston Electricity Distribution Limited* in support of its obligations under the *Electricity Act, 1998* and the *Ontario Energy Board Act, 1998*, applicable Ontario Energy Board Codes and Rules, associated policies, standards and procedures and its licence. This information is being collected and will be used by *Utilities Kingston* for billing and auditing purposes, and **the information may also be used by the municipality for municipal zoning, building code, and property tax purposes**. All information submitted will be assigned to the appropriate confidentiality level on receipt.

This information will be retained by *Kingston Electricity Distribution Limited* and its affiliate *Utilities Kingston*, and may be subject to review by the Minister of Finance pursuant to the *Ontario Energy Board Act, 1998*. Based on the information provided, your account status may be changed to a "commercial rate" if four or more units are being declared against one metered service, which may potentially increase your total electricity charges. If your account ceases to qualify for a higher conservation threshold or if there is a change in the number of units within the property or complex, you must advise our office in writing immediately.

**ELECTRICITY DECLARATION FORM FOR MULTI-RESIDENTIAL PROPERTIES  
FOR USE BY LOW-VOLUME & DESIGNATED CONSUMERS**

This form is to only be used by customers who have an electricity meter that is serving **more than one residential unit**.

Utilities Kingston Account #	Meter # (refer to your bill statement)	Service Location (refer to your bill statement)	Account Name	Basis for Qualification	# of Units Served by this Account
	E				
	E				
	E				
	E				

**Example:**

ABC Apartments has one building with 20 residential units, 2 commercial units and 2 meters.

Meter E12345 – Serves 15 residential units, 2 hallways, a common room, the laundry room and a garage.

Meter E67890 – Serves 5 residential units, the basement and 2 commercial units.

***The table should appear as:***

Utilities Kingston Account #	Meter # (refer to your bill statement)	Service Location (refer to your bill statement)	Account Name	Basis for Qualification	# of Units Served by this Account
911112	E12345	100 Anywhere Street	ABC Apartments	Apartment Building – Tenant Protection Act	15
911113	E67890	100 Anywhere Street	ABC Apartments	Apartment Building – Tenant Protection Act	5

The following has the authority to provide, and certifies the accuracy of, the information provided on this form:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

To submit your application, please return this form to:

**Mail to:** Utilities Kingston  
PO Box 790  
1211 John Counter Blvd  
Kingston, ON K7L 4X7

**Fax to:** Utilities Kingston  
(613) 536-5754  
**Drop Off:** Utilities Kingston Offices at  
1211 John Counter Blvd.