



**Part C**

The following must be attached to your application in order for your application to be processed:

1. If the building has already been adequately rewired, provide an affidavit from an electrical contractor stating that the wiring is sufficient to carry the load for the various utilities and air conditioning in the building. Also provide an affidavit from the owner indicating when the building was rewired with supporting documentation. In addition, you must also provide a certification from a licensed electrician that testing for shared metering will be performed.
2. If submeters are installed, owner must provide an affidavit from the installer of the submeters that certifies that after the installation of the submeters, testing will be performed to ensure that shared meter conditions do not exist.
3. A copy of the proposed electrical contract showing the work to be done and the cost.
4. List of all apartments in the building - supplement 1.
5. (Submetering only) Order from Public Service Commission allowing premises to be submetered.
6. (Submetering only) Affidavit of owner agreeing to limit the cost of electricity to tenants to the SC-8 rate or equivalent, plus the allowed administrative cost (See Operational Bulletin 2003-1 and Update No. 1)
7. (Direct Metering Only) Complete Supplement 2 which estimates the electrical usage on a per room, per month basis. (See Update Number 1 to Operational Bulletin 2003-1)
8. Additional copies of your application and mailing labels must be provided for each affected tenant.

**Affirmation By Owner**

I have read the statements contained in this affirmation and I affirm under the penalties provided by law that the statements are true and accurate to the best of my own knowledge.

It is not necessary that the above be sworn to, but false statements may subject you to the penalties provided by law.

Owner/Agent: \_\_\_\_\_  
Type or Print

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

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

**Mail or deliver this form to the DHCR office listed below.**

**DHCR, Gertz Plaza  
92-31 Union Hall St., 6th Floor  
Jamaica, New York 11433**







**Supplement 2 - Notice to Tenants Estimating Electrical Usage  
 (Direct Metering Only)**

Name of Owner/Agent: \_\_\_\_\_

Address of Subject Building: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Electric Usage (entire building excluding separately metered commercial space) for preceding February and August billing periods:

February \_\_\_\_\_  
 (winter) (year)

August \_\_\_\_\_  
 (summer) (year)

\*Kilowatts hours (kWh) used: \_\_\_\_\_

\_\_\_\_\_

Divided by:

Number of Rooms in Building: \_\_\_\_\_

\_\_\_\_\_

Estimated kWh per room, per month usage: \_\_\_\_\_

\_\_\_\_\_

**Note to Tenants:**

*To obtain the total estimated electrical usage for your apartment:*

Multiply the estimated kWh per room, per month by the number of rooms in your apartment.

*To obtain billing information for the estimated electrical usage for your apartment:*

Contact the utility in your geographic area to obtain the service charges and rates for residential electrical service. Rates and other valuable information are also available from the New York State Department of Public Service at their website: [www.dps.state.ny.us](http://www.dps.state.ny.us) and [www.dps.state.ny.us/TypicalBills.htm](http://www.dps.state.ny.us/TypicalBills.htm).

Grant programs and conservation information are available from NYSERDA at [www.nyserda.org](http://www.nyserda.org).

**\* The kilowatt hours (kWh) listed above includes electrical usage for the public areas of your building. Tenants are not responsible for and will not be charged for electric usage in the public areas of the building. Therefore tenants' per room, per month usage will likely be lower than the amounts indicated above, however personal consumption of electric and conservation are key to reducing energy costs.**