

SELLER DOCKET NO. ER-\_\_\_\_\_  
PURCHASER DOCKET NO. ER-\_\_\_\_\_  
FILING FEE RECEIVED \_\_\_\_\_

BEFORE THE NORTH CAROLINA UTILITIES COMMISSION

APPLICATION FOR TRANSFER OF AUTHORITY TO RESELL ELECTRIC SERVICE FOR LEASED PREMISES

**INSTRUCTIONS**

If additional space is needed, supplementary sheets may be attached. If any section does not apply, write "not applicable".

**SELLER**

1. Name of current certified owner: \_\_\_\_\_
2. Mailing address: \_\_\_\_\_
3. Business telephone number: \_\_\_\_\_

**PURCHASER ("Applicant")**

4. Name of purchaser: \_\_\_\_\_
5. Business mailing address of purchaser: \_\_\_\_\_  
City and state: \_\_\_\_\_ Zip code: \_\_\_\_\_
6. Business telephone number: \_\_\_\_\_ Business fax number: \_\_\_\_\_
7. Business email address: \_\_\_\_\_

**UTILITY SERVICE AREA**

8. Street Address of Leased Premises: \_\_\_\_\_
9. Name of Leased Premises: \_\_\_\_\_
10. County (or counties): \_\_\_\_\_
11. Supplier of electric service: \_\_\_\_\_

**RESALE PROVISIONS**

12. Describe the method Applicant proposes to use to allocate the supplier's individual electric bill for a unit among all the lessees in the unit (NCUC Rule R22-5): \_\_\_\_\_
13. Monthly administrative fee per bill: \_\_\_\_\_  
(Pursuant to NCUC R22-5(d), no more than \$3.75 per month, the maximum amount authorized for water resellers by Commission Rule R18-6, may be added as an administrative fee to the cost of electric service. The amount of the administrative fee, up to the maximum amount, should be justified by Applicant's actual costs.)
14. Bills will be past due \_\_\_\_\_ days after they are mailed or otherwise delivered to lessees. (NCUC Rule R22-7(e) specifies that bills shall not be past due less than twenty-five (25) days after mailing or other delivery to lessees.)
15. Late fee amount: \_\_\_\_\_  
(Pursuant to NCUC Rule R22-5(d) and (e), no more than 1% per month on the balance in arrears may be assessed.)

**FORM ER-2**

**4/2018**

16. Returned check charge: \_\_\_\_\_  
(Pursuant to NCUC Rule R22-5 and G.S. 25-3-506, no more than \$25.00.)
17. Statement of Applicant's plans for retention and availability of records (see NCUC Rule R22-6(a) and (b)):  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONS TO CONTACT**

	<b><u>NAME</u></b>	<b><u>ADDRESS</u></b>	<b><u>TELEPHONE</u></b>
18. Management:	_____	_____	_____
		_____	
		Email _____	
19. Complaints or Billing:	_____	_____	_____
		_____	
		Email _____	
20. Emergency Service:	_____	_____	_____
		_____	
		Email _____	
21. Filing and Payment of Regulatory Fees to NCUC:	_____	_____	_____
		_____	
		Email _____	

**OTHER PROVISIONS**

22. Applicant must notify the Commission in writing within 30 days following the change of any information supplied on this form.
23. Applicant must also file quarterly Regulatory Fee Reports and make regulatory fee payments. Details are set out in NCUC Rule R15-1.

**REQUIRED EXHIBITS**

24. If the Purchaser is a corporation, LLC, LP, etc., enclose a copy of the certification from the North Carolina Secretary of State (Articles of Incorporation or Application for Certificate of Authority for Limited Liability Company, etc.). **(Must match name on Line 4 of application.)**
25. If the Purchaser is a partnership, enclose a copy of the partnership agreement. **(Must match name on Line 4 of application.)**
26. Enclose a copy of a Warranty Deed showing that the Purchaser has ownership of all the property necessary to operate the utility. **(Must match name on Line 4 of application.)**
27. Enclose a vicinity map showing the location of the leased premises in sufficient detail for someone not familiar with the county to locate the leased premises. (A county roadmap with the leased premises outlined is suggested.)
28. Enclose a copy of the supplier's schedule of rates that will be charged to the Applicant for electric.
29. Enclose a copy of any agreements or contracts that the Applicant has entered into covering the provision of billing and collections services to the leased premises.
30. Indicate the number of apartment buildings, residential buildings, or single-family dwellings to be served, the number of units in each apartment building or residential building and the number of bedrooms in each unit.
31. Enclose a copy of the template or form used for billing statements.

**FORM ER-2**

**4/2018**

- 32. Enclose a copy of all forms used for the lease to lessees, including a statement of which parts of the lease relate to billing for electric service.

**FILING INSTRUCTIONS**

- 33. Electronic filing is available at www.ncuc.net for application submittal or mail one (1) original application with required exhibits and original **notarized signature**, plus three (3) additional collated copies to:

<u>USPS Address:</u>	OR	<u>Overnight Delivery at Street Address:</u>
Chief Clerk's Office		Chief Clerk's Office
North Carolina Utilities Commission		North Carolina Utilities Commission
4325 Mail Service Center		430 North Salisbury Street
Raleigh, North Carolina 27699-4300		Raleigh, NC 27603-5918

- 34. Enclose a filing fee as required by G.S. 62-300. A Class A utility (annual electric service revenues of \$1,000,000 or more) requires a \$250 filing fee. A Class B utility (annual electric service revenues between \$200,000 and \$1,000,000) requires a \$100 filing fee. A Class C utility (annual electric service revenues less than \$200,000) requires a \$25 filing fee. **MAKE CHECK PAYABLE TO N.C. DEPT. OF COMMERCE/UTILITIES COMMISSION.**
- 35. This application may be filed before title to the property passes to the new purchaser. In that event, the deed required in Item 26 above shall be filed with the Commission as a follow-up to the initial transfer application once the deed has been executed and recorded with the Register of Deeds. The Commission may approve the transfer application on the condition that it is not effective until the deed is executed, recorded, and has been filed with the Commission.

**SIGNATURES**

- 36. Application shall be signed by an authorized representative of the seller.

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

- 37. Application shall be signed and verified by an authorized representative of the purchaser.

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

- 38. (Typed or printed name of the purchaser's representative) \_\_\_\_\_, personally appearing before me and, being first duly sworn, says that the information contained in this application and in the exhibits attached hereto is true to the best of his/her knowledge and belief.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Name of Notary public – Typed or printed

My Commission Expires: \_\_\_\_\_

Date

(NOTARY SEAL)