

BEFORE THE NORTH CAROLINA UTILITIES COMMISSION
APPLICATION FOR CERTIFICATE OF AUTHORITY TO CHARGE FOR WATER AND/OR
SEWER SERVICE AND FOR APPROVAL OF ADMINISTRATIVE FEE FOR SINGLE-FAMILY DWELLINGS

APPLICANT

1. Name of Owner: _____
2. Business Mailing Address of Owner: _____
3. City and State: _____ Zip Code: _____
4. Business Telephone: _____ Business Fax: _____
5. Business Email: _____
6. Person to Contact Concerning this Application (Name, Telephone, and Email):

CONTACT INFORMATION

- | | <u>NAME</u> | <u>ADDRESS</u> | <u>TELEPHONE</u> |
|---|-------------|----------------|------------------|
| 7. Management Company: | _____ | _____ | _____ |
| 8. Complaints or Billing: | _____ | _____ | _____ |
| 9. Emergency Services: | _____ | _____ | _____ |
| 10. Filing/Payment of
Regulatory Fees to NCUC: | _____ | _____ | _____ |

PROPOSED ADMINISTRATIVE FEE FOR BILLING AND COLLECTION
(Amount Applicant Proposes to Charge)

11. Monthly administrative fee: _____

(NCUC Rule R18-6(a) specifies that no more than \$3.75 may be added to the cost of purchased water and sewer service as an administrative fee to compensate the lessor (provider) of single-family dwellings for billing and collection expenses.)

PROPOSED BILLING INFORMATION

12. Bills past due _____ days after billing date.
(NCUC Rule R18-7(d) specifies that bills shall not be past due less than 25 days after billing dates.)
13. Billing cycle: Monthly? _____ (NCUC Rule R18-7(c) specifies that bills shall be rendered at least monthly.)
14. Description of billing statement (or attach a sample bill): _____
15. _____ YES (Indicate agreement by inserting a checkmark \checkmark). The Applicant understands that the Certificate of Authority to charge for water and/or sewer service at single-family dwellings owned by the Applicant will allow the lessor to charge for the costs of providing water or sewer service to lessees who occupy the leased premises. All charges, except the supplier's base charge, for water or sewer service shall be based on the user's metered consumption of water, which shall be determined by metered measurement of all water consumed. The rates charged by the lessor (provider) shall not exceed the unit consumption rate charged by the supplier of the service. That is, the lessor (provider) may pass through the consumption rates and the base charges charged by the supplier to the provider's lessees. The lessor may also charge a monthly administrative fee not to exceed the maximum administrative fee authorized by the Commission, as indicated in Item 11 above.

16. Listing of All Properties in North Carolina for which Certificate of Authority Is Requested:

PROPOSED UTILITY SERVICE AREAS

<u>Physical Address</u>	<u>City</u>	<u>County</u>	<u>Type of Service</u> (Water and/or Sewer)	<u>Supplier(s)</u>
Property No. 1 _____				
Property No. 2 _____				
Property No. 3 _____				
Property No. 4 _____				
Property No. 5 _____				
Property No. 6 _____				
Property No. 7 _____				
Property No. 8 _____				
Property No. 9 _____				
Property No. 10 _____				
Property No. 11 _____				
Property No. 12 _____				
Property No. 13 _____				
Property No. 14 _____				
Property No. 15 _____				
Property No. 16 _____				
Property No. 17 _____				
Property No. 18 _____				
Property No. 19 _____				
Property No. 20 _____				

16. Listing of All Properties in North Carolina for which Certificate of Authority Is Requested – Continued:

PROPOSED UTILITY SERVICE AREAS

<u>Physical Address</u>	<u>City</u>	<u>County</u>	<u>Type of Service</u> (Water and/or Sewer)	<u>Supplier(s)</u>
Property No. 21				
Property No. 22				
Property No. 23				
Property No. 24				
Property No. 25				
Property No. 26				
Property No. 27				
Property No. 28				
Property No. 29				
Property No. 30				
Property No. 31				
Property No. 32				
Property No. 33				
Property No. 34				
Property No. 35				
Property No. 36				
Property No. 37				
Property No. 38				
Property No. 39				
Property No. 40				

(Attach supplemental sheets, if needed.)

REQUIRED EXHIBITS

- (1) **Exhibit A:** If the Applicant is a corporation, LLC, LP, etc., enclose a copy of the certification from the North Carolina Department of the Secretary of State (Articles of Incorporation or Application for Certificate of Authority for Limited Liability Company, etc.). **(Must match name on Line 1 of application.)**
- (2) **Exhibit B:** If the Applicant is a partnership, enclose a copy of the partnership agreement. **(Must match name on Line 1 of application.)**
- (3) **Exhibit C:** A copy of the warranty deeds showing that the Applicant has ownership of all the properties listed in Item 16. **(Grantee on the Deed must match owner's name on Line 1 of application.)**
- (4) **Exhibit D:** Vicinity maps (i.e., Google Maps) showing the locations of the single-family dwellings listed in Item 16 in sufficient detail for someone not familiar with the counties to locate the dwellings.
- (5) **Exhibit E:** A copy of final executed agreements or contracts, if any, that the Applicant has entered into covering the provision of the billing and collection services. (The agreements/contracts need to be signed by both the owner and the billing and collection company).

FILING INSTRUCTIONS

- (6) If additional space is needed, supplementary sheets may be attached. If any section does not apply, write "not applicable".
- (7) 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, North Carolina 27603-5918

- (8) Provide a self-addressed stamped envelope, plus an additional copy of the application, if a file-stamped copy is requested by the Applicant.
- (9) Enclose a filing fee as required by G.S. §62-300. A Class A company (annual revenues of \$1,000,000 or more) requires a \$250 filing fee. A Class B company (annual revenues between \$200,000 and \$1,000,000) requires a \$100 filing fee. A Class C company (annual revenues less than \$200,000) requires a \$25 filing fee.

MAKE CHECK PAYABLE TO N.C. DEPARTMENT OF COMMERCE/UTILITIES COMMISSION.

SIGNATURE

Application shall be signed and verified by the Applicant.

Signature

Typed or Printed Name

Date

(Typed or Printed Name) _____

Personally appearing before me and, being first duly sworn, says that the information contained in this application and in the exhibits attached hereto are true to the best of his/her knowledge and belief.

Subscribed and sworn before me this the _____ day of _____, 20_____.

Signature of Notary Public

Name of Notary Public – Typed or Printed

My Commission Expires: _____