



To: Owners of Multi-Unit Residential Premises

Effective April 1, 2004, the Ontario government has set new commodity prices for electricity. This change is an important step toward establishing a pricing structure that more closely reflects the true cost of electricity and encourages customers to conserve.

The first threshold of kilowatt hours (kWh) consumed in any month by residential, low-volume and designated consumers will be priced at a fixed rate for the electricity commodity. Consumption above the threshold will be priced at a higher rate per kWh. The rates and thresholds are set by the Ontario Energy Board.

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 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.

If you qualify for a conservation threshold which is more than the threshold set by the Ontario Energy Board (e.g. because there is more than one unit associated with your account), you must 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. **Please note, Forms received after June 1, 2004 will be eligible for a higher conservation threshold only on subsequent bills, and not retroactively.** Any delay in processing as a result of missing or inaccurate information on the 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 your account, list each account separately. **Do not include units which are metered or billed separately from the account referenced.**

You must advise us in writing 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.

All information submitted through this process will be used by Guelph Hydro Electric Systems in support of our 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 used for billing and auditing purposes. All submitted information will be assigned to the appropriate confidentiality level on receipt. Guelph Hydro Electric Systems is committed to protecting the privacy of your personal information and we have developed policies and procedures in compliance with the *Personal Information Protection and Electronic Documents Act*.

This information will be retained by Guelph Hydro Electric Systems and may be subject to review by the Minister of Finance pursuant to the Ontario Energy Board Act, 1998. Based on the information provided, we may change your account status to a “commercial rate” if six or more units are being declared against one metered service. This could potentially increase your total electricity charges.

Please mail the completed form to:

**Guelph Hydro Electric Systems Inc.
Billing Department
395 Southgate Drive, Guelph, ON N1G 4Y1**

Or fax to (519) 822-0960.

If you have any questions with regard to this process, please call our Billing Department at 822-3010.

LOW VOLUME CONSUMER OR DESIGNATED CONSUMER

DECLARATION FORM FOR MULTI-USE RESIDENTIAL PREMISES

Note: This form does not apply to “Single Family” Dwellings.

Guelph Hydro Electric Systems requires the following information immediately to process your first bill with the new rate structure. Please note, Declaration Forms received after June 1, 2004 will be eligible for a higher conservation threshold only on future bills, not retroactive. We will not adjust any previous bills if there has been a delay in processing this form due to missing or inaccurate information.

The conservation threshold for a consumer is determined based on the number of units within a property or complex. In order to determine the appropriate conservation threshold, you must provide a signed declaration attesting to the number of units related to your account(s).

Enter your ACCOUNT NUMBER	Enter the CUSTOMER NAME that appears on your bill	Enter the NUMBER OF UNITS within the property/complex
Sample 123456-234567	Griffin Apartment Complex	10

The account number(s) I have listed above fall under the category that I have noted below as indicated by my check mark (✓). Please check only one column.

(✓)	
	A property as defined in the <i>Condominium Act, 1998</i>
	A residential complex as defined in the <i>Tenant Protection Act, 1997</i>
	A property that is owned or leased by a co-operative as defined in the <i>Co-operative Corporation Act</i>

The following individual has the authority to provide and certify the accuracy of the information provided on this form. **Please complete and sign the following:**

Name of Corporation	I certify the above information to be true, correct & complete.	Date
Name & Title of Authorized Officer:	Signature of Authorized Officer	
Sole Proprietor Name of Applicant:	I certify the above information to be true, correct & complete.	Date
	Signature of Applicant (should be the same as Account Name)	
Partnership's Name:	I certify the above information to be true, correct & complete.	Date
Name of Authorized Individual to sign on behalf of the Partnership:	Signature of Authorized Individual (should be the same as the Account Name.)	

