



Waiver of Requirement for Separate Meters In Residential Housing Units

Version 2

General Waiver Requirements:

Pursuant to Case No. U-20646, DTE Electric Company was authorized to amend the Standard Contract Rider No. 4 tariff within the Electric Rate Book to assist the housing needs of low-income residents. Applicable Owners or its authorized agents of a newly constructed or rehabilitated multifamily dwelling, shall have the opportunity to avoid the requirement of metering each residential housing unit separately. By master-metering the facility, the Owner will typically pay the utility bills and include the utility costs in the Tenant's rent. The waiver form titled "Developer Request for Waiver of Requirement for Separate Meters in Residential Housing Units" is used to request separate meters in residential housing units, and can be downloaded using the link above.

As explained in the Electric Rate Book, all newly constructed residential multifamily dwelling shall be separately metered households. In the event an Owner or its authorized agent requests to separately meter (sometimes referred to as "master-meter" or "sub-meter") the facility, the Owner or its authorized agent shall first complete the DTE Energy Waiver Form as mentioned above to construct a master-metered facility under specific conditions.

When completing the Waiver Application, the Owner or its authorized agent shall already hold a long-term regulatory agreement with one of the three listed Governmental Subsidized Housing Programs, or any other organization approved by federal, state, or local government or agency to provide affordable housing for qualifying low-income residents. Additionally, the facility shall be owned by either a non-profit company or flow-through entity. Proof of valid documentation of participation in a long-term regulatory agreement with a certain Governmental Subsidized Housing Program shall be provided in conjunction with the Waiver Application prior to a review for approval.

Upon approval from DTE's Revenue Management and Protection Department, the facility may be waived of the requirement to separately meter each household unit. In the event the property is no longer subject to the regulatory agreement, the Owner or its authorized agent shall immediately notify DTE Electric and all units must then be separately metered by DTE Electric at the expense of the owner. At all times, any spaces within the development used for commercial purposes shall be separately metered on the appropriate General Service Rate.

Frequently Asked Questions (FAQ) regarding the "Waiver of Requirement for Separate Meters in Residential Housing Units":

1. Who can request application for a Waiver?

- A request to waive the requirement for separately metered households can be made by the Owner or its authorized agent. Internally, DTE's Revenue Management Protection department and New Electric Service group overseeing the facility will be notified of the request.

2. Which customers are affected by this Waiver?

- Residential Customers residing in an applicable low-income housing facility, which has been previously granted approval by the Company to waive the requirement for separately metered units and further constructed as a master-metered facility, shall be affected by this Waiver. Where master-metering is available, the Owner or its authorized agent is responsible for the utility bills, and such costs are then included in the Tenant's rent.

3. What type of Housing Ownership is required?

- Newly constructed or rehabilitated duplexes, apartment buildings, and other multifamily dwellings shall be owned by either a non-profit corporation or a "flow-through entity".



4. What criteria are necessary for a Waiver completion?

- Each Owner or its authorized agent requesting to waive the requirement for separately metered units shall present, prior to a review for Company approval, proof of valid documentation which states participation in a long-term regulatory agreement with one of the specified Government Subsidized Housing Programs listed under FAQ #5, or any other organization approved by federal, state, or local government or agency to provide affordable housing for qualifying low-income residents. This proof shall be presented in conjunction with the Waiver Application.

5. Which Governmental Subsidized Housing Programs provide eligibility to the Owner/Housing Facility?

- The Owner must have a long-term regulatory agreement with one of the following: the Michigan State Housing Development Authority, the United States Department of Housing and Urban Development, or the United States Department of Agriculture to provide affordable housing for qualifying low-income residents.

6. At what time should the Governmental Subsidized Housing Program and regulatory agreement documentation be made available?

- Proof of valid documentation stating participation in a long-term regulatory agreement with one of the specified Government Subsidized Housing Programs, or a program that meets the requirements outlined in the Standard Contract Rider No. 4, shall be presented in conjunction with a completed Waiver Application for review and approval by the Company prior to construction.

7. Will a master-metered connection remain valid for the Low-Income Facility after the regulatory agreement has terminated?

- No. In the event the Owner's property is no longer subject to a long-term regulatory agreement, the Owner must immediately notify DTE Electric Company. If the facility continues to be used as a residential housing unit after the long-term regulatory agreement has expired, DTE Electric will install separate meters with the full expense being the responsibility of the property Owner.

8. Will commercial spaces within the Development site also be included within the master-metered process?

- No. Any spaces within the Development used for commercial purposes shall be separately metered by DTE Electric and shall not be included within the structure for which the Waiver is granted.

9. Which service rates are applicable to an Owner that completes the Waiver?

- If an applicable low-income housing facility is granted waiver of the requirement to separately meter each residential housing unit, the Owner shall continue to be metered and billed on the appropriate General Service Rate for both the master-metered residential housing units, and any separately metered common areas.



10. How should the Waiver Application, “Developer Request for Waiver of Requirements for Separate Meters in Residential Housing Units”, be completed?

- The Owner or its authorized agent shall provide all required information and valid documentation to the Company according to the instructions included on the waiver form.
- The Waiver Application is a PDF document that can be downloaded from the DTE Energy website. The application shall be completed by the Owner or its authorized agent and submitted via email to the following address: *Rider_4_Waiver_Application@dteenergy.com*
- The Waiver Application shall be completed as specified below. Attached on the following page is an image of the application for further reference as to the location of the bolded numbers.
 1. The Owner or its authorized agent requesting waiver of requirement for separate meters in residential housing units, along with the Owner of the newly constructed or rehabilitated duplex, apartment building, and/or multi-family dwelling shall both provide their legal name in the designated space **(1)**.
 2. The Owner or its authorized agent shall also provide the address of the development/service location **(2)**, the number of buildings included in the development **(3)** and the total number of residential housing units within that duplex, apartment building, and/or multi-family dwelling **(4)**.
 3. The Owner or its authorized agent shall provide the billing address of the development, if different from the provided service address **(5)**.
 4. The Owner or its authorized agent shall specify their description as a non-profit or “flow-through entity” **(6)**, as well as select the Department that holds a long-term regulatory agreement with their organization **(7)**, as shown in the provided valid documentation to DTE Energy.
 5. In addition, the Owner will provide the Expiration of the Agreement as specified **(8)**.
 6. The Owner or its authorized agent shall provide their tax identification number and a copy of their W9 or SS4 **(9)** to be used in setting up service to the development.
 7. The effective date of the Waiver **(10)** and signatures from the Executive Director of Rates, as well as the Owner or its authorized agent shall be completed and signed **(11)**.
 8. Following the proof of valid documentation, completion of this form, and approval from the Company, the Owner and its authorized agent shall be waived of the requirement for separate meters in residential housing units for the term of the regulatory agreement.

11. Where will the Waiver Application be sent after the document is signed?

- The completed Waiver Application will be emailed to *Rider_4_Waiver_Application@dteenergy.com*.

12. Where should future questions and/or concerns be forwarded?

- Any questions or concerns regarding the completion and approval of Waiver Application should be forwarded to *Rider_4_Waiver_Application@dteenergy.com*.



DEVELOPER REQUEST FOR WAIVER OF REQUIREMENT FOR SEPARATE METERS IN RESIDENTIAL HOUSING UNITS

The Developer of newly constructed or rehabilitated duplexes, apartment building and other multifamily dwellings owned by a non-profit corporation or “flow-through entity” which has a long-term regulatory agreement requests waiver of the requirement for separately metered households pursuant to the Standard Contract Rider No. 4 Tariff of the Electric Rate Book. In the event the property is no longer subject to such regulatory agreement, the owner must notify DTE Energy Company and separately metered households shall be required at the expense of the property owner. Completed application can be submitted via email to *Rider_4_Waiver_Application@dteenergy.com*.

(Developer Name)

(Owner / Company Name)

Development/Service Address:

(Development/Service Street & Number)

(Development/Service City, State & Zip Code)

Multifamily Housing Development Specifications: Number of Buildings Number of Residential Units
Commercial spaces must be separately metered. If more than one building, please include all addresses.

Billing Address (if different from development/service address):

(Billing Street & Number)

(Billing City, State & Zip Code)

Owner: Non-Profit Company Flow-Through Entity

Long-Term Regulatory Agreement: Michigan State Housing Development Authority
 United States Department of Housing and Urban Development
 United States Department of Agriculture
 Other _____

Expiration of Agreement: _____
(Month / Day / Year)

Tax Identification Number: _____
Please attach a copy of your W9 or SS4

Proof of valid documentation of participation in a long-term Regulatory Agreement shall be presented in conjunction with this Waiver form prior to a review for approval.

Effective Date of Waiver: _____ (10) _____
(Month / Day / Year)

DTE ELECTRIC COMPANY
WAIVER APPROVED:

DEVELOPER/OWNER:

By: _____
(Revenue Management Protection – Signature)

By: _____ (11) _____
(Developer / Owner Signature)

(Print or Type Name)

(Print or Type Name)

Title: _____

Title: _____

Date: _____

Date: _____

Proof of valid documentation of participation in a long-term Regulatory Agreement shall be presented in conjunction with this Waiver form prior to a review for approval.

Effective Date of Waiver: _____
(Month / Day / Year)

DTE ELECTRIC COMPANY
WAIVER APPROVED:

DEVELOPER/OWNER:

By: _____
(Revenue Management Protection – Signature)

By: _____
(Developer / Owner Signature)

(Print or Type Name)

(Print or Type Name)

Title: _____

Title: _____

Date: _____

Date: _____