

## Aggregated Utility Usage Data Request Form

This form is to be used for properties with four or more unit holders.

Building Owner/Property Manager Request for Aggregated Utility Usage Data: As required by 30 V.S.A. § 63, and to promote energy efficiency and identify energy efficiency improvement opportunities for Vermont multiunit buildings, I, \_\_\_\_\_ the owner/owner’s agent (“Owner”) for the building referenced below (“Building”), request that [ *Enter Utility name here* ] release aggregated monthly energy usage data (“Energy Data”) in its possession for the Building and release the aggregated data to me. The Energy Data shall be anonymized. This Energy Data will be used only to help Owner assess the energy performance of the Building.

### To Be Completed by Building Owner or Owner’s Agent

Building or Premise ID#	
Email (for data delivery)	
Building Address (as it appears on utility bill)	
Building Owner’s [or Agent’s] Name	
Building Owner’s [or Agent’s] Address	
Building Owner’s [or Agent’s] Phone	
Building Owner’s [or Agent’s] E-mail	

### Building Information

How many utility accounts serve this building?		
How many unit holders occupy this building?		
Does the building have a utility account which serves multiple postal addresses? (Circle one)	Yes	No
If so, how many unique postal addresses does the utility account serve?		
Total Square footage of the building		

I, the undersigned, do hereby certify, under penalty of perjury, that: (1) the information presented in this energy usage data request form is true and correct; (2) I am authorized as the building owner or the representative/agent of the building owner to request the energy usage data of the building referenced herein; (3) I have notified each tenant of the Building of this request for Energy Data at least fourteen days prior to the date of this request by providing the attached Tenant Energy Usage Opt-Out Form; (4) each tenant of this building has had the opportunity to opt out of including their energy usage data in the aggregated data; and (5) the data provided will only be used to benchmark the Building {and/or comply with the requirements of Building Energy Labeling [ordinance or program name]}.

Signature of Owner or Owner’s Agent:	Telephone:	Date:

Per 30 VSA § 63 (b), [ *Enter Utility name here* ] is required to provide the requested anonymized Energy Data, excluding energy usage data for each unit holder who signed an Opt-Out form, within thirty days of the receipt of this request.

**Utility Account Information** (List account numbers for *common area or house accounts* and meter numbers for rental units, if known)

Unit number/address	Account number (if known)	Meter number (if known)	Include in Aggregated usage data?	
			Yes	No*
<i>House account</i>				
<i>House account</i>				
<i>House account</i>				
<i>Rental unit account</i>				
<i>Rental unit account</i>				
<i>Rental unit account</i>				
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<i>Rental unit account</i>				
<i>Rental unit account</i>				
<i>Rental unit account</i>				

\*Attach Opt-Out Form for each excluded account.

**Proof of Ownership and Authorization**

\_\_\_\_ (If applicable) Please attach documentation showing that the signer is authorized to act on behalf of the Owner.

**Proof of Tenant Notification**

Please attach the following documents:

\_\_\_\_ Documentation that each Building unit holder was notified that the energy usage data of the unit holder was to be requested and that each unit holder was given an opportunity to opt out of the energy use aggregation

\_\_\_\_ (If applicable) Signed Tenant Energy Usage Opt-Out Forms for  unit holders