

DOCKET NO. ER-\_\_\_\_\_,SUB\_\_\_\_\_

FILING FEE RECEIVED \_\_\_\_\_

BEFORE THE NORTH CAROLINA UTILITIES COMMISSION

APPLICATION FOR CERTIFICATE OF AUTHORITY TO RESELL ELECTRIC SERVICE IN ACCORDANCE WITH  
G.S. 62-110(h) and NORTH CAROLINA UTILITIES COMMISSION CHAPTER 22

**INSTRUCTIONS**

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

Utility laws, the Commission's Rules, and other information may be accessed at <http://www.ncuc.net/index.htm>

**APPLICANT**

1. Name of owner: \_\_\_\_\_  
(Individual name if the owner is a sole proprietor or business name if not a sole proprietor.)
2. Type of Business Entity: \_\_\_\_\_
3. Business mailing address of owner: \_\_\_\_\_  
City and state: \_\_\_\_\_ Zip code: \_\_\_\_\_
4. Business telephone number: \_\_\_\_\_ Business fax number: \_\_\_\_\_
5. Business email address: \_\_\_\_\_
6. Person to Contact Concerning this Application (Name, Telephone, and Email):  
\_\_\_\_\_

**PROPOSED UTILITY SERVICE AREA**  
**(Attach additional sheets if more than one property)**

7. Name of Single-Family Dwelling, Residential Building, or Apartment Complex (hereinafter leased premises): \_\_\_\_\_  
\_\_\_\_\_
8. Street Address of leased premises: \_\_\_\_\_
9. County: \_\_\_\_\_
10. Name, address and telephone number of the supplier of electricity: \_\_\_\_\_  
\_\_\_\_\_
11. Number of lessees that can be served at this leased premises: \_\_\_\_\_

**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): (Note: if it is a single-family dwelling or residential building, there may be no allocation method): \_\_\_\_\_  
\_\_\_\_\_

**FORM ER-1**

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13. Monthly administrative fee per bill: \_\_\_\_\_  
(Pursuant to NCUC Rule R22-5(d), no more than \$3.75 per month, the maximum amount authorized for water resellers by NCUC 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 22-5(d) and (e), a late fee of no more than 1% per month of the balance in arrears may be assessed.)
16. Returned check charge: \_\_\_\_\_ (Pursuant to NCUC Rule 22-5(f) and G.S. 25-3-506, a returned check fee of no more than \$25.00 may be assessed.)
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 Applicant is a corporation, LLC, LP, or other legal business entity, 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.)**
25. If Applicant is a partnership, enclose a copy of the partnership agreement. **(Must match name on Line 1 of application.)**

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- 26. Enclose a copy of a Warranty Deed showing that the Applicant has ownership of all the property necessary to operate the utility. **(Must match name on Line 1 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 service.
- 29. Enclose a copy of any agreements or contracts that 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.
- 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](http://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:

USPS Address:  
 Chief Clerk's Office  
 North Carolina Utilities Commission  
 4325 Mail Service Center  
 Raleigh, North Carolina 27699-4300

OR

Overnight Delivery at Street Address:  
 Chief Clerk's Office  
 North Carolina Utilities Commission  
 430 North Salisbury Street  
 Raleigh, NC 27603-5918

- 34. Enclose a filing fee as required by G.S. 62-300. A Class A utility (annual electricity revenues of \$1,000,000 or more) requires a \$250 filing fee. A Class B utility (annual electricity revenues between \$200,000 and \$1,000,000) requires a \$100 filing fee. A Class C utility (annual electricity revenues less than \$200,000) requires a \$25 filing fee. **MAKE CHECK PAYABLE TO N.C. DEPARTMENT OF COMMERCE/UTILITIES COMMISSION.**

**SIGNATURE**

- 35. Application shall be signed and verified by an authorized representative of Applicant.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

- 36. (Typed or Printed Named) \_\_\_\_\_, 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)