

## **Instructions for Completion of Utility Consumption Record (HM-3)**

At the top of the form enter descriptive information on your housing development including: project number, project name, total number of dwelling units, and total number of rental rooms. *If the information on items 1-22 has not changed since your last submission, it is not necessary to reenter this information.* Please indicate the reporting period and complete the utility consumption and cost data on the bottom of the form.

- 1 Enter the name of the utility or company that supplies electricity to your housing development and list the account number or numbers if you have more than one account.
- 2 If a different company than the company listed in 1 above also delivers the electricity to your housing development, enter the name of the utility or company that delivers electricity to your housing development and list the account number or numbers if you have more than one account.
- 3 Enter the rate or service classification applicable to your electric service.
- 4 If you have direct current (DC) electric service, enter the account number.
- 5 Depending on the type of metering at your housing development, you might have a master meter or the individual dwelling units might be individually metered or sub-metered. Enter the number of meters you have of each type.
- 6 If you purchase steam from another company, enter the name of the company and if applicable the account number.
- 7 Enter the total number of refrigerators in your housing development and the average age of all these refrigerators.
- 8 If you have natural gas service, enter the name of the utility or company that supplies natural gas to your housing development and list the account number or numbers if you have more than one account.
- 9 If a different company other than the company listed in 8 above delivers natural gas to your housing development, enter the name of the utility or company that delivers natural gas to your housing development and list the account number or numbers if you have more than one account.
- 10 Enter the rate or service classification applicable to your natural gas service.
- 11 If you use fuel oil, enter the name of the company that supplies fuel oil to your housing development and note the number grade of fuel oil supplied.
- 12 This section is used to provide information on any air conditioning system or units at your housing development. If you have a central air-conditioning system, enter the year installed, the number of chillers, the type of chillers (e.g., absorption, reciprocating, centrifugal, etc.), and the total installed tonnage. If your tenants have individual room or through-the wall air conditioners, enter the number of individual air conditioners.

- 13 Some housing developments may have interruptible natural gas service, and are at times asked to switch to an alternative fuel. If you have interruptible natural gas service, please describe.
- 14 This section is used to provide information on the heating system at your housing development. Enter the year installed and the fuel used. If you have a central heating system, enter the number of boilers, the total boiler(s) input, and the total boiler(s) output. If your tenants have individual heating units, enter the number of individual heating units and their average capacity (e.g., Btu/hr). Check the box for the heating distribution media at your housing development, either steam, circulated hot water or forced air. Also, provide information on the type of heating controls whether central controls or individual thermostats; if individual thermostats, indicate the number of thermostats.
- 15 This section is used to provide information on the provision of domestic hot water at your housing development. An important consideration is whether the hot water is generated through the same equipment used to provide space heating or the hot water is generated with separate equipment. With either configuration, indicate the year the equipment was installed and the fuel used to generate hot water. If you have a central hot water storage tank, indicate the size of the tank in gallons. If you have separate equipment to generate hot water, enter the total input and the total output. If your tenants have individual water heaters, enter the number of individual water heaters.
- 16 Enter the name of the supplier that provides water to your housing development.
- 17 Indicate the basis for the billing of water to your housing development, whether it is charged at a flat rate, is metered for gallons or cubic feet used, or some other billing basis.
- 18 If the company that provides sewage service to your housing development is different from the company providing water service, enter the name of that company providing sewer service to your housing development.
- 19 Does your housing development have a central laundry room? If so, please enter the number of washing machines and their average age.
- 20 Enter the total number of number of gas cooking ranges and / or electric cooking ranges in your housing development.
- 21 This section is used to provide information on the elevators in your housing development. Enter the total number of elevators as well as the type of elevator motors present.
- 22 This section should be used if you have any on-site generation of electricity. If you have on-site generation, enter the date of the installation, the name of the manufacturer of the generator(s), the number of generators, the total rated output of the generators in KW, and the total rated output in KVA.

On the bottom of the form, enter the period covered and record utility consumption and cost data using information provided on your utility bills or statements covering that period.