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| **HCR Property Information Intake Form 2018**Note: Please type into the form directly and **do not** handwrite |
| **PROPERTY INFORMATION** |
| HCR Housing Number (HID or SHARS): |  |
| Property/Project Name: |  |
| Gross Property Size (in square feet):The sum of all areas on all floors of a building | Residential | Commercial |
|  |  |
| Number of Buildings: |  |
| Predominant Resident Type:*Check one box only* | Senior | Family | Supportive Housing |
|  |  |  |
| Commercial Spaces: (0= None;1=Yes) |  |
| Do Com spaces have separate utility meters? (0=No; 1=Yes) |  |
| Number of Central Boiler Rooms: |  |
| Number of Vacant Units (averaged over the calendar year):*Check one box only* | **0-15% Vacant** | **16-24% Vacant** | **25-50% Vacant** | **50-100% Vacant** |
|  |  |  |  |
| **HEATING** |
| Heating Fuel: | Gas | #2 Oil | #4 Oil | #6 Oil | Dual Fuel (Gas/Oil) | District Steam | Electricity | Other |
| *Check all that apply* |  |  |  |  |  |  |  |  |
|  |
| Heating System: | Steam Boiler | Hydronic (Hot Water) Boiler | Electric Baseboard | In-unit Heat Pump | In-unit Furnace | Other |
| *Check one box only* |  |  |  |  |  |  |
|  |
| Heating Distribution System: | 1 Pipe Steam | 2 Pipe Steam | Hot Water Baseboard | Hot Water Fan Coil | Electric Baseboard | Other |
| *Check one box only* |  |  |  |  |  |  |
| **DOMESTIC HOT WATER (DHW)** |
| DHW Fuel: | Gas | #2 Fuel Oil | #4 Fuel Oil | #6 Fuel Oil | Dual Fuel (Gas/Oil) | District Steam | Electricity | Other |
| *Check all that apply* |  |  |  |  |  |  |  |  |
|  |
| DHW System: | Steam Boiler Makes DHW | Hydronic (Hot Water) Boiler Makes DHW | Direct-Fired Gas Water Heater with Storage | Other |
| *Check one box only* |  |  |  |  |
|  |
| Cogeneration System (CHP): | Yes | No |
| *Check one box only* |  |  |
| **COOLING** |
| Apartment Cooling System: | Window AC | Sleeve AC | Chilled Water | None | Other |
| *Check one box only* |  |  |  |  |  |
| **METERING INFORMATION** |
| **Meter Type** | **Number of Meters** | **Who Pays Meter Bills?** |
|  | Whole Building*(meters serving entire building)* | Apartments*(resident spaces only)* | Whole Building*(check one box only)* | Apartments*(check one box only)* |
|  | Building | Tenant | Building | Tenant |
| Electric |  |  |  |  |  |  |
| Natural Gas |  |  |  |  |  |  |
| Fuel Oil |  |  |  |  |  |  |
| Water |  |  |  |  |  |  |
| Other Fuel | Type: |  |  |  |  |  |  |
| Have you ever matched the meter number listed on the utility bill with the physical meter on the property?  | Yes/No |
|  |